

Whistleblowing Policy

Owner: World of Education Ltd

Effective Date: 02/10/2025

Review Date: 02/10/2026

1. Purpose

World of Education is committed to the highest standards of integrity, transparency, and accountability in all areas of its work. This policy is designed to encourage and enable staff, tutors, volunteers, and other individuals associated with the organisation to raise concerns about wrongdoing or malpractice without fear of victimisation, discrimination, or disadvantage.

Whistleblowing is the act of reporting suspected wrongdoing or dangers in relation to our activities, including concerns relating to safeguarding, fraud, misconduct, health and safety, or breaches of law or policy.

2. Scope

This policy applies to all individuals associated with World of Education, including but not limited to:

- Tutors
- Staff (full-time, part-time, and contract)
- Freelancers and volunteers
- Third-party partners and service providers

It covers disclosures made in good faith relating to:

- Criminal offences (e.g. fraud, bribery, abuse)
- Safeguarding concerns
- Serious breaches of policies or codes of conduct
- Unsafe working practices or health and safety violations
- Attempts to cover up any of the above

3. Principles

- **Confidentiality:** All disclosures will be treated confidentially, and the identity of the whistleblower will be protected. However, confidentiality cannot be guaranteed in certain circumstances, such as:
 - Where disclosure is required by law (e.g., court proceedings or legal investigations).
 - Where there is a safeguarding concern or risk of harm to an individual.
 - Where maintaining confidentiality would prevent a thorough investigation.

- In such cases, the whistleblower will be informed before their identity is shared whenever it is safe and practical to do so.
- **No Retaliation:** No person who raises a genuine concern in good faith will suffer any form of retaliation, even if the concern proves unfounded.
- **Fair Investigation:** All reports will be taken seriously and investigated thoroughly, objectively, and in a timely manner.
- **Support:** Support will be offered to individuals raising concerns, including access to senior leaders or external agencies where appropriate.

4. What to Report

You should report any reasonable concerns about:

- Abuse or risk of harm to children, young people, or vulnerable adults
- Dishonesty, fraud, or financial irregularities
- Breaches of safeguarding, data protection, or confidentiality policies
- Discrimination, harassment, or bullying
- Unsafe practices in online or teaching environments
- Falsification of records or qualifications
- Misuse of company resources or platforms
- Concealment of any of the above

If you are unsure whether something is a whistleblowing matter, seek advice from World of Education administration team comprising of a safeguarding lead.

5. How to Raise a Concern

Concerns can be raised:

- **In writing** – via email to World of Education Administration Team
- **Verbally** – through a phone or video call
- **Anonymously** – although this may limit the ability to investigate fully

All concerns should include as much factual detail as possible, including names, dates, locations, and any supporting evidence if available.

6. What Happens After You Raise a Concern

Once a report is received:

1. **Acknowledgment:** Within 5 working days (unless the report is anonymous).
2. **Preliminary Assessment:** An initial review will normally be completed within 10 working days to decide whether a formal investigation is required.

- 3. Investigation:** If needed, a full investigation will begin promptly and should normally be concluded within 30 working days, depending on the complexity of the case.
- 4. Outcome and Response:** The findings and any actions taken will be documented, and appropriate measures will be implemented.
- 5. Feedback:** Where possible and appropriate, feedback will be provided to the whistleblower within 10 working days of the investigation being concluded.

Note: *Some cases may take longer depending on complexity, legal processes, or safeguarding concerns. Where this occurs, updates will be provided to the whistleblower at reasonable intervals.*

If your concern relates to someone in a position of authority or management, the case will be handled by another senior manager or external advisor to avoid conflicts of interest.

7. External Reporting

If you feel your concern has not been properly handled, or you are not comfortable raising it internally, you have the right to report it to an appropriate external body, such as:

- A professional body (e.g., teaching or safeguarding authority)
- Child protection agencies or law enforcement, where relevant

World of Education will never prevent or discourage individuals from making lawful external disclosures.

8. False Allegations

Anyone found to have deliberately made malicious or false allegations may be subject to disciplinary action. However, no action will be taken against any individual who raises a concern in good faith, even if the concern is not upheld.

9. Monitoring and Review

This policy will be reviewed annually or in response to legal, operational, or organisational changes. Feedback from tutors and staff is encouraged to ensure the policy remains effective and trusted.

10. Contact

If you have any concerns about wrongdoing, misconduct, safeguarding, or risks to learners, staff, or the organisation, you are encouraged to raise them through our whistleblowing procedure.

Please contact our Designated Safeguarding Lead (DSL) in confidence at info@worldofeducation.online or request a call back.

Designated Safeguarding Lead: Holly Botterill

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