

Whistleblowing Policy

Purpose and scope

We are committed to creating and maintaining a culture of openness within our organisation so that individuals feel encouraged and confident to raise any concerns relating to suspected misconduct at an early stage. We also recognise the negative effect which malpractice can have on the organisation, and therefore encourage you to raise genuine concerns, or any suspicions you may have concerning misconduct.

This Policy is intended to cover concerns that are made in the public interest. If the matter is of an individual or personal nature it should be pursued with Alastair Dixon; this included complaints relating to discrimination, victimisation or harassment.

This Policy applies to all employees, tutors, contractors and associates. This Policy is non-contractual and may be amended by us at any time.

Protection

We appreciate that those reporting concerns may be apprehensive. We want to reassure you that you will suffer no detrimental treatment as a result of voicing your concerns. We will not tolerate victimisation, harassment, bullying or any other detrimental treatment of anyone who has made a disclosure under this Policy. Complaints about such behaviour will be dealt with.

Should you feel you have been subjected to any detriment as a result of raising a concern under this Policy you should notify Alastair Dixon.

Disclosures under this Policy

You can make a disclosure under this Policy if you have genuine concerns relating to any of the following areas of malpractice, or suspected malpractice: • Criminal activity; • Miscarriages of justice; • Practices endangering health and safety; • Practices damaging the environment; • Failure to comply with a legal obligation; • Bribery; • Financial malpractice, impropriety or fraud; • Attempts to conceal any of the above.

Safeguarding concerns should be reported in line with our Safeguarding and Child Protection Policy.

The malpractice can be past, present or prospective. It may have occurred inside or outside the United Kingdom. You are encouraged to report suspected wrongdoing as soon as possible. No action will be taken against you if you raise genuine concerns even if the concern you raised is not confirmed by any subsequent investigation.

Confidentiality and anonymity

Any disclosure you make under this Policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.

We hope you will feel comfortable to voice any concerns openly, however, you may choose to make a disclosure anonymously. Please be aware, concerns expressed anonymously cannot be dealt with as effectively as open disclosures as they are often more difficult to investigate.

How to make a disclosure

You should bring the matter to the attention of Alastair Dixon either by phone, email or face to face.

Investigation

Once a concern has been raised, we will investigate this. If you have not made the complaint anonymously, you will be asked to attend a meeting as part of this investigation. We will keep you informed as to the progress of the investigation, as far as is possible and appropriate bearing in mind, in particular, any confidentiality obligations that apply. Please note that you will not be given details of any disciplinary action taken unless we consider this appropriate.

Dissatisfaction with the outcome of the process

If you are dissatisfied with the outcome of the investigation, you should raise this with Alastair Dixon, giving the reasons for your dissatisfaction. Alastair Dixon will respond in writing notifying you of her acceptance or rejection of the need for further investigation and the reasons for this.

Distribution

All employees, tutors, contractors and associates of Tutor My Kids will receive a copy of this policy.

Should further clarification / detail be required Tutor My Kids is able to do so upon request.



Alastair Dixon Director Tutor My Kids

Reviewed by: Alastair Dixon; April 2024

Next Review: April 2025