



## **Policy Statement**

TT Training and Consultancy company Ltd is committed to providing a service which is free from fraudulent behaviour, serious malpractice and general abuse. TT Training and Consultancy Company Ltd encourages all employees to raise any concerns they have with the Designated Safeguarding Lead or a Company Director. All concerns will be documented and treated seriously.

## **People Affected By This Policy**

- All employees and those who otherwise carry out work for or on behalf of TT Training and Consultancy, including freelance or self employed contractors
- Clients using our services
- Stakeholders in our service

## **Whistleblowing Procedure**

A whistleblower is someone who makes a disclosure which is in the public interest and relates to one or more of the list of disclosures below. The following concerns are in the public interest and are classed as whistleblowing concerns:

- A criminal offence or activity which has been, or is likely to be, committed. This could include neglect or abuse of a child or adult, theft, fraud, bribery, breach of data protection, bullying and harassment
- The breach of a legal duty
- A potential, or actual, danger to the health and safety of any individual or group of people. This can include dangerous working environments or practice
- Activities which present a serious risk to the environment
- A miscarriage of justice

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Orchard Lodge, Isaacs Road, Torquay, Devon. TQ2 8NB  
Tel: 01803 897897 or email: [info@ttcompany.co.uk](mailto:info@ttcompany.co.uk)  
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- A deliberate attempt to conceal any of the above

Whistleblowing disclosures will be made with the reasonable belief that they are genuine, therefore once a disclosure has been made this will be treated as serious and investigated. The individual, or individuals, who have blown the whistle will be protected and supported. If a concern is not deemed to be a whistleblowing disclosure the concern should still be taken seriously and the correct procedure followed, as it is an opportunity to review and improve the service we offer.

There may be situations where someone raises a concern through the complaints or grievance procedure but it is deemed to be whistleblowing. This concern will be investigated as a whistleblowing concern and the relevant support and protection will be afforded to the individual whistleblower.

Whilst we encourage whistleblowing, where false allegations are raised deliberately and maliciously, formal disciplinary action will be taken.

If possible and where appropriate, concerns regarding poor practice should be raised informally with the individuals involved and their line manager notified. This should be followed up through supervision and appropriate support.

If the whistleblower considers that their concern has still not been adequately addressed by a company director or the designated safeguarding lead or they feel they cannot approach these colleagues, they may contact an appropriate external agency, for example the Multi Agency Safeguarding Hub in their area, the Local Authority Environmental Health Department, The Information Commissioners Office or another relevant body.

### **Protection Of Whistleblowers**

In line with the legal protection afforded by The Public Interest Disclosure Act 1988 and the Employment Rights Act 1996, staff members will not be disadvantaged for whistleblowing. Additionally, using the protection of the Public Interest Disclosure Act (1998), whistleblowers can raise a concern formally and it will be investigated without their identity being disclosed.

Action will be taken to protect staff members who blow the whistle and any actions taken against a whistleblower will be viewed as a disciplinary issue.

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All whistleblowing concerns should be documented and investigated. The whistleblower does not legally have the right to be informed of any outcomes but where possible, feedback will be given.

Introduced 10<sup>th</sup> March 2022

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