



## Whistleblowing Policy

**Version:** 1.0

**Review Date:** June 2027

**Directors:** Alex Alton & Heather Beevers

---

### 1. Policy Statement

Enlightenment Education Ltd is committed to conducting its business with the highest standards of integrity, transparency, and accountability.

We recognise that employees, candidates, and stakeholders may, from time to time, identify concerns about wrongdoing or risks that affect individuals, organisations, or the wider public interest.

This Whistleblowing Policy provides a clear framework for raising such concerns safely and without fear of retaliation.

---

### 2. Scope

This policy applies to:

- All employees, directors, and consultants of Enlightenment Education Ltd
- All candidates registered with the agency
- All clients, including schools and education settings
- Any third parties interacting with the organisation

It covers concerns that are in the public interest and may include safeguarding, compliance, or unethical conduct.

---

### 3. What Can Be Reported

Whistleblowing concerns may include, but are not limited to:

- Safeguarding risks or failures in child protection procedures
- Unsafe or inappropriate conduct by staff or candidates
- Breaches of legal or regulatory obligations
- Fraud, financial misconduct, or corruption
- Discrimination or serious breaches of equality law
- Modern slavery or exploitation concerns

- Attempts to conceal wrongdoing
- 

#### **4. Safeguarding and Child Protection Priority**

Where concerns relate to the safety or welfare of children and young people, these will be treated as a priority and escalated immediately in accordance with safeguarding procedures and statutory guidance, including **Keeping Children Safe in Education (KCSIE)**.

---

#### **5. How to Raise a Concern**

Concerns should be raised as soon as possible to ensure timely investigation and action.

Individuals may report concerns through:

- A Director of Enlightenment Education Ltd
- A designated senior contact within the organisation
- Written communication via secure internal channels

Reports should include as much detail as possible, including:

- Nature of the concern
  - Individuals or organisations involved (if known)
  - Dates, times, and relevant circumstances
  - Any supporting evidence
- 

#### **6. Confidentiality and Anonymity**

All whistleblowing reports will be treated in confidence as far as possible.

Individuals may raise concerns anonymously; however, providing contact details may assist with follow-up and investigation.

Enlightenment Education Ltd will take all reasonable steps to protect the identity of individuals raising concerns.

---

#### **7. Protection from Retaliation**

Enlightenment Education Ltd strictly prohibits any form of victimisation, retaliation, or detriment against individuals who raise concerns in good faith.

Any such behaviour will be treated as a serious disciplinary matter.

Individuals who raise concerns honestly and responsibly will not suffer any adverse consequences as a result.

---

## **8. Investigation Process**

All whistleblowing reports will be:

- Acknowledged promptly where possible
- Reviewed by appropriate senior personnel
- Investigated in a fair, objective, and timely manner
- Documented appropriately for compliance purposes

Where necessary, concerns may be escalated to external agencies, including safeguarding authorities or regulatory bodies.

---

## **9. Safeguarding Escalation**

Where a concern relates to child safety or safeguarding risk, it will be escalated immediately to:

- The relevant Designated Safeguarding Lead (DSL) within the affected school or organisation and/or
  - Appropriate external safeguarding authorities, including the Local Authority Designated Officer (LADO)
- 

## **10. False or Malicious Allegations**

Deliberately false or malicious allegations may result in disciplinary action.

However, no action will be taken against individuals who raise concerns in good faith, even if those concerns are not ultimately substantiated.

---

## **11. Record Keeping**

All whistleblowing concerns and investigations will be recorded securely and handled in accordance with UK GDPR requirements.

Records will be retained only for as long as necessary and accessed only by authorised personnel.

---

## **12. Policy Review**

This policy will be reviewed annually or sooner if required due to changes in legislation, regulatory guidance, or operational requirements.

---

**Signed on behalf of Enlightenment Education Ltd**

**Alex Alton** – Director

**Heather Beevers** – Director