

Lynher Training - Whistle-blowing Policy for Staff and Candidates Nov 2018

Definitions

Whistle-blowing is, in essence, making a disclosure about any action committed by an individual, a team, or a company which you suspect of wrongdoing or malpractice. For the avoidance of doubt the wrongdoing a whistle-blower discloses must be in the public interest i.e. it must affect others.

A whistle-blower is protected by law if they report any of the following:

- A criminal offence for example fraud
- Someone's health and safety is in danger
- Risk or actual damage to the environment
- A miscarriage of justice
- The company is breaking the law
- Someone is covering up wrongdoing.

Employment disputes are not covered as part of the Lynher Training Whistle-blowers policy and should you have a dispute with your employer you should take this up with your employer or responsible body. Lynher Training cannot act over grievances of this nature. Complaints are an expression of personal dissatisfaction and are not covered in Lynher Training's Whistle-blowers policy. Example of complaints that Lynher Training would investigate can be found in our Complaints Policy.

Lynher Training believes that anyone who participates in any learning activities is entitled to do so in an environment that is both safe and enjoyable. If you suspect that a child or vulnerable adult is at risk of harm or abuse, then this needs to be reported under the Lynher Training Safeguarding children and vulnerable adult policy.

How to report a concern

Any whistle-blowing disclosures can be emailed to admin@lynher.com. We would encourage you to give us information in writing, even if you initially contact us by telephone. If you are worried about doing this, we would prefer you to provide an anonymous disclosure to us, rather than not raise a concern about serious wrongdoing at all. However, it may not always be possible to investigate anonymous disclosures if there is not enough information present to enable the initiation of an investigation.

The more detail you can give us, the more it will help us assess your concern. It would be useful if you could provide information such as:

- Details of the people and organisations involved, including where it has happened
- Full details of your concerns, including the qualifications/subjects involved
- Key dates
- Any supporting documents and evidence.

Each disclosure will be considered sensitively and carefully and appropriate action will be taken. It should be noted, however, that our ability to investigate allegations will be

dependent on the availability of documentary evidence. This becomes more difficult to produce and authenticate after a considerable amount of time has elapsed. We therefore encourage anyone who suspects wrongdoing to notify us as soon as possible.

What happens next?

We take all whistle-blowing reports seriously, and anyone who reports a concern to us as a whistle-blower will be told whether we are able to investigate their concerns or not.

We may need to:

- Contact you for further information if needed
- Share your details with the person/ organisation which you are raising a concern about, if you have given us permission to do so
- Share your information with other organisations, such as regulatory bodies and the police if we think it is necessary
- Suggest another course of action if we consider your report isn't a whistleblowing disclosure.

Lynher Training will conduct a full investigation into this matter, and full details of this process is contained within our Malpractice and Maladministration Policy.

Please note it may not always be possible to disclose the outcome of the investigation, however, we will acknowledge your disclosure and keep you updated where appropriate.

Confidentiality

We will endeavor to keep a whistle-blowers identity confidential where asked to do so. However, those disclosing information should also recognise that they may be identifiable by others due to the nature of circumstances of the disclosure. Information received in disclosures may be shared with third parties where necessary, such as the regulatory body. If you are worried about being identified as a whistle-blower, you can make a disclosure to Lynher Training anonymously. We treat anonymous disclosures just as seriously as those made openly. But if you make a disclosure anonymously, we may not be able to investigate your concerns as effectively.

Reviewed/ Updates

28th November 2018