



Whistleblowing Policy

Monitoring and Version Control

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Introduction

This policy sets out the procedure for raising concerns and whistle-blowing for The Marketing Trainer. The Marketing Trainer recognises the importance of providing a safe and confidential environment for The Marketing Trainer employees to raise concerns about wrongdoing or malpractice. This policy aims to ensure that all concerns are dealt with appropriately and that individuals who raise concerns are protected from victimisation or retaliation.

Scope

This policy applies to all employees, volunteers, and contractors of The Marketing Trainer, including those who have left The Marketing Trainer but have concerns about actions that occurred during their employment. It also applies to any individual or organisation that has a business relationship with The Marketing Trainer.

Definition of Whistle-Blowing

Whistle-blowing is the act of disclosing information about suspected wrongdoing, malpractice, or dangers to the public or the environment, which is in the public interest. It can include reporting concerns about fraud, health and safety issues, harassment, discrimination, or any other illegal or unethical behaviour.

Principles

This policy is based on the principles set out in Sir Robert Francis' Freedom to Speak Up Review. These principles include:

- A culture of openness, honesty, and transparency
- Encouraging and facilitating the raising of concerns
- Effective leadership and governance
- A supportive and fair working environment
- Robust and effective procedures for handling concerns
- Continuous learning and improvement

Procedures

Employees

Employees who have concerns about any wrongdoing or malpractice should follow the following procedures:

Step 1: Speak to your line manager

If an employee has concerns about any wrongdoing or malpractice, they should first speak to their line manager. The line manager should listen carefully to the concerns and take appropriate action to address the issue. If the employee feels uncomfortable speaking to their line manager, they should contact one of the Senior Management Team.

Step 2: Contact the Senior Management Team

If an employee is uncomfortable speaking to their line manager or if they are not satisfied with the response they receive, they should contact one of the SMT. The SMT is responsible for receiving and investigating concerns raised under this policy. The SMT can be contacted via email or phone.

Step 3: Investigation and Follow-Up

A member of the Senior Management Team will investigate the concerns raised and provide feedback to the employee who raised the concerns. If the employee who raised the concerns is not satisfied with the response they receive, they can escalate their concerns to the OFSTED (if related to safeguarding) or the ESFA (if related to funding).

Step 4: Confidentiality

The Marketing Trainer will keep the identity of the employee who raised the concerns confidential, subject to any legal requirements or obligations to disclose. The Marketing Trainer will take all necessary steps to protect the employee from any victimisation or retaliation.

Apprentices and Employers

Apprentices or Employers who have concerns about any wrongdoing or malpractice should follow the following procedures:

Step 1: Speak to your designated Coach

If an apprentice or employer has concerns about any wrongdoing or malpractice, they should first speak to their designated Coach. The Coach should listen carefully to the concerns and take appropriate action to address the issue. If the apprentice or employer feels uncomfortable speaking to their designated Coach, they should contact one of the Senior Management Team.

Step 2: Contact the Senior Management Team

If an apprentice or employer is uncomfortable speaking to their designated Coach or if they are not satisfied with the response they receive, they should contact one of the SMT. The SMT is responsible for receiving and investigating concerns raised under this policy. The SMT can be contacted via email or phone.

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Step 3: Investigation and Follow-Up

A member of the Senior Management Team will investigate the concerns raised and provide feedback to the apprentice or employer who raised the concerns. If the apprentice or employer who raised the concerns is not satisfied with the response they receive, they can escalate their concerns to the OFSTED (if related to safeguarding) or the ESFA (if related to funding). The details for these organisations can be found below.

Step 4: Confidentiality

The Marketing Trainer will keep the identity of the employee who raised the concerns confidential, subject to any legal requirements or obligations to disclose. The Marketing Trainer will take all necessary steps to protect the employee from any victimisation or retaliation.

Important contacts

Ofsted

Whistleblowing Hotline: 0300 123 3155

This line is available for staff to report concerns about safeguarding or the general quality of education provided by any institution.

Education and Skills Funding Agency (ESFA)

Whistleblowing Email: Complaints.ESFA@education.gov.uk

While the ESFA does not have a specific hotline for whistleblowing, staff can email the ESFA to report concerns related to apprenticeships, funding, and provider malpractice.

Department for Education (DfE)

Whistleblowing Hotline: 0370 000 2288

Staff can raise concerns about the operation of schools or other education providers, including safeguarding or regulatory breaches.

Training

We will raise awareness of this policy and the procedures for raising concerns and whistleblowing. This will be documented during employee inductions.

Policy Review

This policy will be reviewed on an annual basis to ensure its continued relevance and effectiveness. Any updates or changes to this policy will be communicated through our official channels and will be recorded on our version control tracker.