

Whistleblowing Policy

Version 1.0 — 02 May 2026

Learner-Friendly Summary

SBK Teaching Standards encourages anyone to report serious concerns about wrongdoing, safety, misconduct, or risks. You can report concerns confidentially or anonymously. You will never be treated unfairly for raising a concern in good faith. All reports are taken seriously, investigated promptly, and escalated when necessary (e.g., safeguarding, Prevent, police, ICO). This policy explains how to report concerns and how they are handled.

1. Purpose

This policy ensures that SBK Teaching Standards:

- Promotes a culture of openness, integrity, and accountability
- Provides safe routes for reporting concerns
- Protects whistleblowers from retaliation
- Investigates concerns fairly and promptly
- Meets safeguarding, Prevent, and data-protection duties
- Addresses wrongdoing before harm occurs

2. Commitment

SBK Teaching Standards commits to:

- **Zero tolerance** for wrongdoing
- Protecting anyone who raises concerns
- Allowing **anonymous reporting**
- Ensuring **no retaliation or disadvantage**
- Investigating concerns fairly, proportionately, and promptly
- Keeping information confidential wherever possible
- Escalating concerns to external authorities when required

3. What Concerns Can Be Reported?

Whistleblowing concerns may include:

- Safeguarding concerns
- Prevent concerns (radicalisation or extremism risks)
- Criminal activity
- Fraud or financial misconduct
- Data-protection breaches
- Serious breaches of policy
- Bullying, harassment, or discrimination
- Health and safety risks
- Misuse of organisational resources
- Any behaviour that puts learners at risk
- Any conduct that undermines the integrity of SBK Teaching Standards

This policy is **not** for general complaints — those follow the **Complaints Policy**.

4. Who Can Raise a Concern?

Anyone interacting with SBK Teaching Standards may raise a whistleblowing concern, including:

- Learners
- Members
- Volunteers
- External contractors
- Any individual with relevant information

5. Reporting Channels

Concerns can be reported through:

- **Email:** SBK-teaching-standards@outlook.com
- **Moodle messaging**
- **Facebook message**
- **Anonymous reporting** (via any method that does not reveal identity)

Whistleblowers are encouraged to provide as much detail as possible, but anonymity is respected.

6. How Concerns Are Handled

6.1 Who Receives Reports

All whistleblowing reports are received and reviewed by:

Clerissa (Sole Trader, SBK Teaching Standards)

6.2 Acknowledgement

Where contact details are provided, concerns are acknowledged within:

- **72 hours**

6.3 Investigation Steps

Investigations may include:

- Reviewing evidence
- Speaking with relevant individuals (if appropriate)
- Checking records, logs, or communications
- Assessing risk to learners or the organisation
- Consulting external authorities where required

6.4 Confidentiality

- Information is handled confidentially and shared only when necessary for investigation or safety.
- Whistleblowers' identities are protected wherever possible.

6.5 Record-Keeping

SBK Teaching Standards keeps:

- Whistleblowing logs
- Investigation notes
- Outcomes and actions taken
- Escalation records

Records are retained for **2 years** in line with the Privacy Policy.

7. Protection for Whistleblowers

SBK Teaching Standards guarantees:

- **No retaliation**
- **No disadvantage** for raising concerns
- **Confidentiality** wherever possible
- **Support** if needed
- Protection even if the concern is **mistaken but raised in good faith**

8. Malicious or False Allegations

If an allegation is found to be:

- Malicious
- Knowingly false
- Intended to cause harm

SBK Teaching Standards may take appropriate action under the relevant policy (e.g., Conduct Policy, Terms & Conditions).

9. Escalation Routes

Where necessary, concerns may be escalated to:

- **Safeguarding authorities**
- **Prevent/Channel**
- **Police**
- **ICO** (for data-protection breaches)
- Any other relevant external regulator

Escalation is based on risk, legality, and safeguarding duties.

10. Linked Policies

This policy should be read alongside:

- Safeguarding Policy
- Prevent Duty Statement
- Complaints Policy
- Data Protection & Information Security Policy
- Online Safety & Learner Conduct Policy
- Equality & Diversity Policy
- Terms & Conditions

11. Review Cycle

This policy is reviewed:

- **Annually**, or
- When legislation or best-practice guidance changes