



Policy:	Whistle Blowing Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to operating with integrity, transparency, and accountability in all its activities.

The purpose of this policy is to provide a clear framework for staff and associated workers to raise concerns about suspected wrongdoing, malpractice, or illegal activity in a safe and protected manner.

This policy aligns with the protections provided under the Public Interest Disclosure Act 1998 and supports a culture in which individuals feel confident to raise concerns without fear of retaliation.

2. Scope

This policy applies to all individuals working for or on behalf of KEG, including employees, agency staff, contractors, consultants, volunteers, apprentices, and subcontractor staff.

While this policy is primarily intended for workers, students may raise concerns through appropriate student-facing procedures such as the Complaints Policy.

3. Policy Statement

- KEG encourages all workers to raise genuine concerns about suspected wrongdoing at the earliest possible stage.
- Whistleblowing refers to the disclosure of information which relates to suspected wrongdoing or dangers at work that affect others or the wider public interest.
- KEG is committed to ensuring that individuals who raise concerns are protected from victimisation, harassment, or any form of detriment.
- The policy seeks to balance openness and accountability with protection against unfounded or malicious allegations.

4. Protected Disclosures

A protected disclosure is a disclosure of information which, in the reasonable belief of the individual making it, is made in the public interest and relates to wrongdoing.

To qualify for protection, the disclosure must relate to specific subject matters and be made through appropriate channels.

The disclosure must be based on information rather than mere allegation.

5. Matters That May Be Reported

Concerns that may be raised under this policy include, but are not limited to:

- Criminal offences
- Failure to comply with legal obligations
- Miscarriages of justice
- Risks to health and safety, including safeguarding concerns such as radicalisation and extremism
- Environmental damage
- Deliberate concealment of wrongdoing
- Fraud, bribery, or financial misconduct
- Serious breaches of institutional policies

6. Reporting Procedure

Workers should raise concerns as soon as possible.

- Concerns may be reported through the following channels:
- Line manager
- Senior manager or relevant Head of Department
- Quality team via: quality@kingsford.org.uk
- Where the concern relates to senior management, the matter may be escalated to the Board or an appropriate independent authority.
- Disclosures should preferably be made in writing and include sufficient detail to enable investigation.
- Workers are encouraged to identify themselves; however, anonymous disclosures may be considered depending on the seriousness and credibility of the concern.

7. Investigation Process

KEG will acknowledge receipt of a disclosure within a reasonable timeframe, normally within three working days.

- An initial assessment will determine whether the concern has sufficient substance to warrant further investigation.
- Where appropriate, an investigation will be conducted by an independent and suitably qualified individual.

- Investigations may lead to internal action, referral to external bodies such as regulators or law enforcement, or no further action where the concern is not substantiated.
- The individual who raised the concern will be informed of the outcome, subject to confidentiality and legal constraints.

8. Confidentiality and Anonymity

KEG will treat all disclosures with the utmost confidentiality.

The identity of the individual making the disclosure will not be disclosed without their consent unless required by law or necessary for the investigation.

Anonymous disclosures may limit KEG's ability to investigate and provide feedback.

9. Protection for Whistleblowers

- KEG will not tolerate any form of victimisation, harassment, or detrimental treatment against individuals who raise concerns in good faith.
- No disciplinary action will be taken against a worker for making a genuine disclosure.
- Any individual found to have victimised a whistleblower will be subject to disciplinary action.
- Where a disclosure is found to be malicious or knowingly false, disciplinary action may be taken.

10. External Disclosures

While KEG encourages internal reporting, individuals have the right to raise concerns externally where appropriate.

Disclosures may be made to prescribed external bodies, regulators, or professional advisers in accordance with the law.

Individuals must ensure that any external disclosure is made responsibly and does not breach confidentiality obligations.

11. Appeals

If a worker is dissatisfied with the outcome of a disclosure, they may request a review by a senior member of staff or appropriate authority.

Requests for review should be made within ten working days of the outcome.

A final decision will be communicated in writing.

12. Record Keeping and Accountability

KEG will maintain a record of all whistleblowing concerns raised, including outcomes and actions taken.

Anonymised data may be reported to senior management or governing bodies for oversight and continuous improvement.

13. Support for Whistleblowers

KEG recognises that raising concerns can be difficult and may provide appropriate support.

Workers may seek confidential advice or support through Human Resources or designated support services.

KEG will ensure that individuals raising concerns are supported throughout the process.