



2024-2025

Hampstead Fine Arts

Whistleblowing Policy

A whistle-blower is an employee who reports certain types of wrong-doing. The wrongdoing disclosed must be in the public interest, that is, it must affect others, for example the general public. As a whistle-blower you're protected by law - you should not be treated unfairly or lose your job because you 'blow the whistle'. However, if you report your concern to the media, in most cases you'll lose your whistleblowing law rights.

INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work. Please ensure you have read and understood the College Child Protection and Safeguarding Policy as well as the Staff Safeguarding Code of Conduct. All staff must read and sign Part One of the statutory Keeping Children Safe in Education. All of these documents are available from the College.

QUALIFYING DISCLOSURES

- 1) Certain disclosures are prescribed by law as "qualifying disclosures". A "qualifying disclosure" means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the company has committed a "relevant failure" by:
 - a) committing a criminal offence;
 - b) failing to comply with a legal obligation;
 - c) a miscarriage of justice;
 - d) endangering the health and safety of an individual;
 - e) environmental damage; or
 - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The company will take any concerns that you may raise relating to the above matters very seriously.
- 3) We encourage you to use the procedure if you are concerned about any wrong doing at work. However, if the procedure has been invoked for malicious reasons or in pursuit of a personal grudge, then you will be liable to immediate termination of employment, or such lesser disciplinary sanction as may be appropriate in the circumstances.

THE PROCEDURE

- 1) In the first instance you should report any concerns you may have to the Principal, the Head or the Designated Safeguarding Officer who will treat the matter with complete

- confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to the Principal or the Head you should take them direct to the appropriate organisation or body.

TREATMENT BY OTHERS: Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

Complaints that do not count as whistleblowing: Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your particular case is in the public interest.

Report these under the College's staff grievance policy, (See the Staff Disciplinary, Conduct and Grievance Policy)

You have the right to contact the Advisory, Conciliation and Arbitration Service (Acas) for help and advice on resolving a workplace dispute.

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Reviewed by: ES