

Tutor Doctor Essex Whistleblowing Policy

Version 1.0

Effective Date: July 2026

Review Date: July 2028

Document Control

Field	Details
Policy Owner	Viv Durham – Director
Approved By	Laura Adams – Director and Designated Safeguarding Lead
Review Cycle	Every two years or sooner if legislation or guidance changes
Applies To	Employees, tutors, volunteers, contractors and consultants
Classification	Internal
Related Policies	Safeguarding, Low-Level Concerns, Allegations Against Staff, Complaints, Grievance, Staff Code of Conduct, Tutor Code of Conduct, Data Protection

1. Purpose

Tutor Doctor Essex is committed to maintaining the highest standards of integrity, safeguarding and professional conduct. This policy encourages anyone working on behalf of Tutor Doctor Essex to raise genuine concerns about wrongdoing, unsafe practice or unlawful activity without fear of victimisation or retaliation. All concerns raised in good faith will be treated seriously and investigated appropriately.

2. Scope

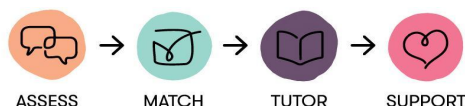
This policy applies to employees, tutors, volunteers, contractors, consultants, agency staff and anyone representing Tutor Doctor Essex. It covers concerns raised in the public interest regarding the organisation or those working on its behalf.

3. Legal Framework

This policy is informed by the Public Interest Disclosure Act 1998, Employment Rights Act 1996, Keeping Children Safe in Education (current edition), Working Together to Safeguard Children, Equality Act 2010, Data Protection Act 2018 and UK GDPR.

4. Roles and Responsibilities

Director: Ensures concerns are investigated fairly, outcomes recorded and lessons learned implemented.



DSL: Oversees safeguarding-related whistleblowing concerns and liaises with statutory agencies where appropriate.

DDSL: Supports the DSL and deputises when required.

Employees, Tutors, Volunteers and Contractors: Raise concerns promptly, act in good faith, maintain confidentiality, cooperate with investigations and follow safeguarding procedures.

5. What Should Be Reported

Whistleblowing concerns are disclosures made in the public interest about wrongdoing that may affect children, colleagues, the organisation or the wider public.

Examples include abuse or neglect, safeguarding failures, criminal offences, fraud, financial malpractice, serious health and safety breaches, discrimination, data protection breaches, serious professional misconduct, deliberate concealment of wrongdoing and practices placing children or the organisation at significant risk.

6. What Is Not Whistleblowing

- Child welfare concern – Safeguarding and Child Protection Policy
- Personal employment issue – Grievance Policy
- Dissatisfaction with a service – Complaints Policy
- Wrongdoing affecting others or the organisation – Whistleblowing Policy

7. Raising a Concern

Concerns should normally be reported to the Director. Concerns involving the Director should be reported to the DSL. Safeguarding concerns must always be reported immediately to the DSL or DDSL.

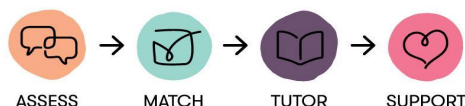
1. **Laura Adams DSL 07870 573904**
2. **Viv Durham DDSL 07450 825188**

Reporting Process:

Concern Identified → Report to Director/DSL → Concern Acknowledged → Initial Risk Assessment → Investigation or Safeguarding Referral → Outcome Recorded → Actions Implemented

Expected Timescales:

- Acknowledgement: normally within 5 working days
- Initial risk assessment: as soon as reasonably practicable
- Investigation: without unnecessary delay
- Feedback (where appropriate): as soon as practicable.



8. Confidentiality and Protection

Individuals making disclosures in good faith will be protected from victimisation, bullying, harassment, intimidation, discrimination or any other detriment. Confidentiality will be maintained wherever reasonably possible. Anonymous disclosures will be considered where sufficient information is provided.

9. Safeguarding Concerns

Where a concern relates to the welfare or safety of a child, safeguarding procedures take precedence. Child protection concerns must never be delayed while considering whether they also constitute whistleblowing.

10. Investigation and Outcomes

All concerns will be acknowledged, risk assessed, investigated proportionately, recorded securely and concluded appropriately. Outcomes may include safeguarding referrals, disciplinary action, external referrals, policy improvements, additional training or no further action where concerns are unsubstantiated.

11. Record Keeping

Records will be retained securely in accordance with the Data Protection and Information Governance Policy and accessed only by authorised personnel.

12 How to contact us to request information

Requests for information about our Statement can be emailed to vdurham@tutordocor.co.uk or requested in writing to:

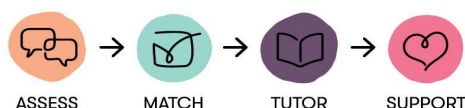
Tutor Doctor Essex LLP. 37, Mountfitchet Road, Stansted. Essex. CM24 8NW

13. Monitoring and Review

The Director and DSL will monitor whistleblowing concerns to identify patterns, emerging risks and opportunities for improvement. This policy will normally be reviewed every two years, or sooner where legislative, contractual or organisational changes require.

14. Training and Awareness

All employees, tutors, volunteers and contractors will be made aware of this policy as part of their induction. Whistleblowing arrangements are reinforced through safeguarding training, policy updates and regular communications to ensure staff understand how to raise concerns safely and confidently.



15. Support for Individuals Raising Concerns

Tutor Doctor Essex recognises that raising concerns can be difficult. Individuals considering making a whistleblowing disclosure may seek confidential advice from the Director or Designated Safeguarding Lead before submitting a formal concern. Anyone raising a genuine concern in good faith will be treated fairly, supported throughout the process and protected from victimisation or retaliation.

Approved on behalf of Tutor Doctor Essex

Laura Adams
Designated Safeguarding Lead
July 2026
Review: July 2028

