

Mode Training Ltd

www.modetraining.co.uk



Whistle Blowing Policy

Copies of all Mode Policies and procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail admin@modetraining.co.uk

To be read and understood by staff, learners, work experience providers, school mentors and all relevant partners.

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1. A Statement of Intent

This policy should be used as a guide for Mode Training staff, student's, employer's and placement provider's, also anyone who is invited into Mode to deliver any training sessions to Mode Training learners

Mode Training Limited makes a moral commitment to provide learning in a safe, secure and diverse environment with equality of opportunity for all. By adopting and implementing a whistle blowing policy MTL will ensure all staff and partners have the opportunity to report any concerns in an open and transparent manner. MTL is fully committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns.

This policy is reviewed annually to make transparent the core principles by which Mode Training Limited intends to conduct business, the standard of learning we intend to deliver and to publicly communicate the levels of responsibility of Mode Training Limited, the training provider and the employers where learners are employed or placed. The contents of this policy are the ultimate responsibility of Debbie Tagoe – Director

2. What is whistle blowing?

Whistle blowing encourages and enables employees to raise serious concerns within Mode Training Ltd rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong within the company. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to MTL

3. Who does the Policy apply to?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), all learners and employers who work with MTL. It also covers all school learning mentors and support staff.

4. The Aims of the Policy

- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- To reassure you that you will be protected from possible reprisals or victimisation, if you have a reasonable belief that you have made a disclosure in good faith

5. What Types of Concern are covered?

- Sexual or physical abuse of clients
- Conduct which is an offence or a breach of law e.g. possession of drugs
- Discrimination
- Health and safety risks, including risks to the public as well as other employees – under the influence of alcohol or drugs in the workplace
- Possible fraud corruption and bribery
- Other unethical conduct
- Damage to the environment

Not to be confused with MTL Grievance Procedure - this relates to complaints about your own employment or training

6. How to report a concern

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach Debbie Tagoe – Director directly. If you believe Debbie Tagoe is involved or a member of staff employed at Mode Training who is related to her you should contact Debbie Pearson Administration Lead who will take the appropriate action depending on the seriousness of the concern.

7. Safeguards and Victimisation

MTL recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

MTL will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

8. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that:

- Staff must disclose the information in good faith
- Staff must believe it to be substantially true
- Staff must not act maliciously or make false allegations
- Staff must not seek any personal gain

9. Mode Training Contracts

MTL holds contracts with a number of agencies if you feel your concern has not been dealt

with effectively and following contacting the Company Director you are still not satisfied with the way your concern has been dealt with you can contact the following, in writing via e mail in the first instance:

Adult Education Budget

Gareth Jones AEB Relationship Manager
Liverpool City Region Combined Authority

gareth.jones@liverpoolcityregion-ca.gov.uk

Apprenticeship Programme

Sue Ritson Programme Manager
Education Skills Funding Agency

Sue.Ritson@education.gov.uk

Advanced Learning Loan

Sue Ritson Programme Manager
Education Skills Funding Agency

Sue.Ritson@education.gov.uk

Summary managing allegations against staff and volunteers procedures

If a member of staff or volunteer has a concern about the behaviour of another adult working in the setting then they should share this concern **without delay** with either:

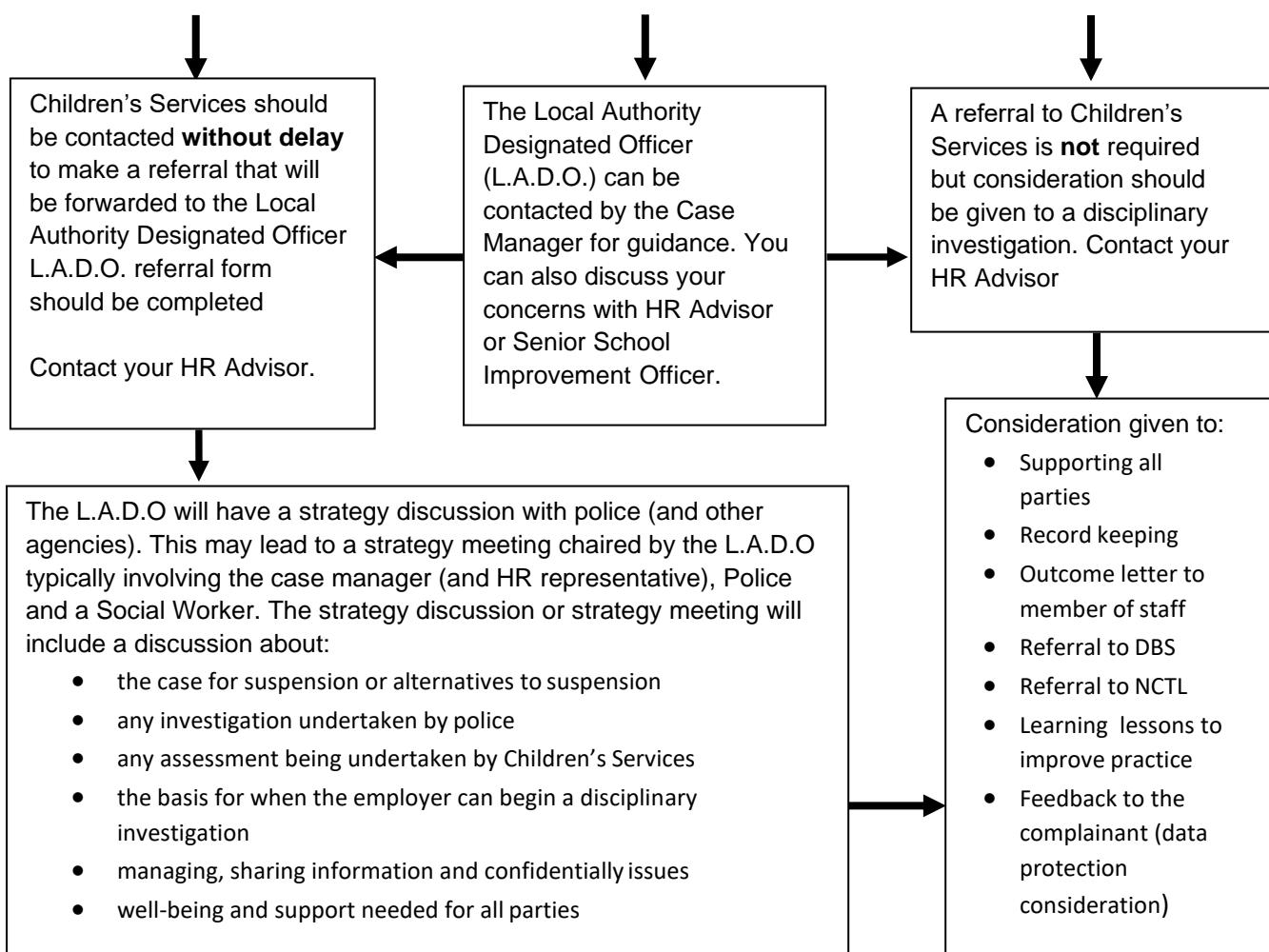
- Debbie Tagoe Director (**Case Manager** for allegations against staff) (If the Debbie Tagoe is unavailable: Emma Sinnott or Amanda Clarke Deputy DSL)
- Designated Safeguarding Lead Debbie Pearson is the nominated **Case Manager** for allegations against the Director or any employee who is related to her)

Rarely a member of staff may need to contact Children's Services or the Local Authority Designated Officer directly or whistle-blow (NSPCC helpline 0800 028 0285 help@nspcc.org.uk)

The Case Manager will then consider the alleged behaviour drawing upon Local Safeguarding Childrens Board Procedures and the DFE guidance Keeping Children Safe in Education. Did they:

- in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behave towards a child or children in a way that indicates he or she would pose a risk of harm to children

Consideration should always be given to the need to immediately protect a child or **children** and contacting Children's Services and/or Police **without delay**.



9. Review of policy and procedures

This policy will be reviewed by Debbie Tagoe Director in conjunction with Senior Management team every 3 years or as necessary. Information from incident forms, staff meetings, case conference notes, cause for concern logs and student/employer questionnaires will all be used to ensure the policy is reviewed in an open and transparent manner. The updated version of the policy will be displayed in Mode Training's reception; a copy will be held in the company quality assurance system, a copy will be distributed to all relevant parties and posted on our website.

This policy was produced by Debbie Tagoe, Amanda Clarke and Emma Sinnott on behalf of Mode Training Limited.

Debbie Carney Director

Signed _____ Date _____

Emma Sinnett Designated Safeguarding Lead

Signed _____ Date _____

Amanda Clarke Quality Manager

Signed _____ Date _____

Policy Review

Date of review	Review completed by	Overview of any updates
11/10/2019	Debbie Carney	Removed Rathbone and TPM from contacts added in Gareth Jones LCR CA