

# Mode Training Ltd

[www.modetraining.co.uk](http://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](mailto: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.

## **2. What is whistle blowing?**

Whistle blowing encourages and enables employees to raise serious concerns within MTL rather than overlooking a problem.

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
- 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 which 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 Carney – Director, directly. If you believe Debbie Carney is involved or a member of staff employed at Mode Training who is related to her you should contact Michael Flood 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 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 after 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. The contact will depend on which programme

your concern relates to.

### **Apprenticeship and Traineeship Programme**

David Vernalls  
Lancashire and Liverpool City Region  
Post 16 Regions & FE Provider Oversight

[david.vernalls@education.gov.uk](mailto:david.vernalls@education.gov.uk)

### **Advanced Learning Loan**

David Vernalls  
Lancashire and Liverpool City Region  
Post 16 Regions & FE Provider Oversight

[david.vernalls@education.gov.uk](mailto:david.vernalls@education.gov.uk)

### **Digital Skills Bootcamps Liverpool City Region**

Stuart Dare Team Leader Skills Bootcamp LCR

[stuart.dare@liverpoolcityregion-ca.gov.uk](mailto:stuart.dare@liverpoolcityregion-ca.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 Carney Director (**Case Manager** for allegations against staff) (If Debbie Carney is unavailable: Emma Sinnett or Amanda Clarke Deputy DSL)
- Michael Flood 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, advice from LADO and the DFE guidance Keeping Children Safe in Education. Have they:

- acted 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
- behaved 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**.



Children's Services should be contacted **without delay** to make a referral that will be forwarded to the Local Authority Designated Officer L.A.D.O. referral form should be completed

Contact your HR Advisor.

The Local Authority Designated Officer (L.A.D.O.) can be contacted by the Case Manager for guidance. You can also discuss your concerns with HR Advisor or Senior School Improvement Officer.

A referral to Children's Services is **not** required but consideration should be given to a disciplinary investigation. Contact your HR Advisor



The L.A.D.O will have a strategy discussion with police (and other agencies). This may lead to a strategy meeting chaired by the L.A.D.O typically involving the case manager (and HR representative), Police and a Social Worker. The strategy discussion or strategy meeting will include a discussion about:

- the case for suspension or alternatives to suspension
- any investigation undertaken by police
- any assessment being undertaken by Children's Services
- the basis for when the employer can begin a disciplinary investigation
- managing, sharing information and confidentiality issues
- well-being and support needed for all parties

Consideration given to:

- Supporting all parties
- Record keeping
- Outcome letter to member of staff
- Referral to DBS
- Referral to NCTL
- Learning lessons to improve practice
- Feedback to the complainant (data protection consideration)

## 9. Review of policy and procedures

This policy will be reviewed by Debbie Carney Director in conjunction with Senior Management team annually 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.

This policy was produced by Debbie Carney, Amanda Clarke and Emma Sinnett 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
10/10/2020	Emma Sinnett	No Changes
21/10/2021	Debbie Carney	Change of Director name from Tagoe to Carney no other changes required Independent investigator changed from Debbie Pearson to Kate neville
05/01/2023	Debbie Carney	Updated contact details on page 5 for ESFA/DfE, removed AEB LCR and added in LCR Skills Bootcamp contact details
09/01/2024	Emma Sinnett	Independent investigator changed from Kate Neville to Michael Flood

## Policy Communication and Consultation

Where possible, this policy has been written in conjunction with staff, learners and employers feedback.

Staff should sign below once you have read and understood the policy. You should provide any feedback immediately to the producer of the policy, if you feel any changes should be considered. This can be done by internal e-mail.

Name	Date	I have read and understood this policy Y/N	Signature
Les Calvert			
Debbie Carney			
Amanda Clarke			
Mike Chatterton			
Gemma Doyle			
Louisa Fay			
Michael Flood			
Kelly Coughlin			
Alan Robinson			
Emma Sinnett			
Wesley Tagoe			
Summer Waters			
Zara Worswick			