

WHISTLE-BLOWING POLICY

Version 1 01/09/2023
Next Review 01/09/2024

ELA WHISTLE-BLOWING POLICY



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1. Statement of Intent

ELA make 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, ELA will ensure all individuals and partners that the opportunity to report any concerns in an open and transparent manner. ELA is fully committed to the highest possible standards of openness. In line with that commitment, we expect individuals, and others that we deal with, who have serious concerns about any aspect of our work, to come forward and voice those concerns.

The policy is reviewed annually to make transparent the core principles by which ELA intends to conduct business, the standard of learning we intend to deliver and to publicly communicate the levels of responsibility.

2. Aim of the Policy

This policy aims to:

- ★ Provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken.
- ★ Ensure that individuals receive a response to your concerns and that they are aware of how to pursue them if they are not satisfied.
- ★ Reassure individuals that they will be protected from possible reprisals or victimisation, if they have a reasonable belief that they have made a disclosure in good faith.

This policy applies to all employees, learners, employers, and anyone who is invited into ELA in a professional capacity.

3. What is Whistleblowing?

Whistleblowing encourages and enables individuals to raise serious concerns within ELA rather than overlooking and problem or blowing the whistle externally.

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



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4. Types of Concern

This policy should not be confused with the Grievance Procedure. This policy relates to complaints about your own employment or training, or professional practices that ELA operate within.

These complaints could include, but are not limited to:

- ★ Sexual or physical abuse of employee, learner, or an employer.
- ★ Conduct which is an offence or a breach of the law, for example possession of drugs.
- ★ Discrimination towards a member or employee, a learner, or an employer.
- ★ Health and safety risks, including risks to the public as well as other employees, learners, or employers.
- ★ Possible fraud and/or corruption.
- ★ Other unethical conduct.

5. Reporting a Concern

As a first step, you should raise concerns either verbally or in writing with your immediate line manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

If the channels above have been followed and you still have concerns, then you can formally raise concerns with external bodies.

A list or further detail can be found at

[hELAs://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies-2/whistleblowing-list-of-prescribed-people-and-bodies](https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies-2/whistleblowing-list-of-prescribed-people-and-bodies)

6. Safeguards and Victimisation

ELA recognises that the decision to report a concern can be a difficult one to make. If what is said 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.



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7. 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 need to come forward as a witness.

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

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

8. Review of Policy

This policy will be reviewed annually. Information from incident forms, individuals' meetings, case conference notes, cause for concern logs and learner/employer questionnaires will all be used to ensure that the policy is reviewed in an open and transparent manner.



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