

Raising Genuine Concerns (Whistleblowing) Policy

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Policy Name	Whistleblowing Policy	Policy Number	V2:3
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Effective Date	01/03/2026	Date of Last Revision	01/03/2026	Version Number	2.3
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Responsible Officer	Chris Mclean	Contact Email	chris@cecos.ac.uk
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Scope

This policy applies to:

- All employees (permanent, temporary, agency, and casual staff)
- The **Chief Executive, Principal, and Governance Board**
- Contractors, subcontractors, and partners

This policy covers concerns relating to:

- Malpractice, misconduct, or illegal acts
- Safeguarding concerns
- Financial irregularities or fraud
- Breaches of legal or regulatory obligations

- Health and safety risks
- Unethical conduct or abuse of authority

This policy applies to concerns raised in the **public interest** and is separate from grievance and complaints procedures.

Policy Statement

CECOS College London is committed to:

- Promoting a culture of **openness, integrity, and accountability**
- Enabling staff to raise concerns **without fear of retaliation**
- Ensuring concerns are **investigated fairly and promptly**
- Protecting whistleblowers from **victimisation or detriment**

All disclosures made in good faith will be:

- Treated confidentially
- Investigated appropriately
- Managed in line with legal requirements

Relevant Legislation

Title	Date
Public Interest Disclosure Act	1998
Employment Rights Act	1996
Employment Act	2008
UK General Data Protection Regulation	2018

Data Protection Act	2018
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Related Policies

Title	Effective Date
Safeguarding & Prevent Policy	01/03/2026
Complaints Policy	01/03/2026
Grievance Policy	01/03/2026
Disciplinary Policy	01/03/2026

Version History

Version	Approved By	Revision Date	Details of change
2:3	Chris McLean	01/03/2026	Refreshed policy outline

Exceptions

This policy does not apply to:

- Personal employment grievances (use Grievance Policy)
- Learner complaints (use Complaints Policy)

However:

- Concerns initially raised as grievances may be escalated where wider malpractice is identified

False allegations:

- Good faith concerns → protected

- Malicious or knowingly false concerns → may result in disciplinary action

Additional Comments

Definition of Whistleblowing

Whistleblowing is the disclosure of information relating to wrongdoing or risks in the **public interest**.

Governance, Ownership and Accountability

Area	Responsibility	Role
Strategic Oversight (Direct)	Governance Board	Oversight of policy effectiveness
Executive Accountability (Direct)	Chief Executive	Overall responsibility
Operational Leadership (Direct)	Principal	Manages concerns and investigations
Independent Escalation (Direct)	Chair of Governance Board	Handles senior-level concerns
Investigation (Indirect)	Company Secretary / Investigating Officer	Conducts investigations
Staff Responsibility (Indirect)	All employees	Duty to report concerns

Policy Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive			
Principal			

Review Cycle and Version Control

- This policy will be reviewed **annually as a minimum requirement**
 - Next scheduled review date: **March 2027**
 - Earlier review may occur due to:
 - Legislative changes
 - Organisational changes
 - Significant incidents or risks
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Raising a Concern (Procedure)

A staff member (“the Representer”) should:

- Raise concerns in writing (preferred) or verbally
- Report as soon as possible

Concerns should be raised with:

- Line Manager
- Principal

Alternative routes:

- Company Secretary
- Chair of Governance Board

All concerns:

- Will be treated confidentially
 - Must include sufficient detail for investigation
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Investigation Process

- Initial review by **Principal** (or alternative if conflicted)
- Investigating Officer appointed
- Initial investigation completed within **10 working days**

Possible outcomes:

- Internal investigation
 - External investigation
 - Referral to police or regulators
 - No further action (with justification)
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Outcomes and Feedback




- Initial feedback within **10 working days**
 - Full outcome within **20 working days**, where possible
 - Confidentiality maintained at all times
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Protection of Whistleblowers

CECOS will:

- Protect individuals from victimisation or retaliation
 - Treat retaliation as a disciplinary offence
 - Maintain confidentiality wherever possible
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Approval and Sign-Off

Role	Name	Signature	Date
Chief Executive	Dr Mudassir Tanveer		20/04/2026
Principal	Chris McLean		20/04/2026
Governance Board Representative	Paul Jones		20/04/2026

Contacts

For whistleblowing concerns:

- **Principal:** Chris McLean
 - **Chief Executive:** Dr Mudassir Tanveer
 - **Chair of Governance Board:** Paul Jones
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