



# Lighthouse | Whistleblowing Policy

## 1. Purpose and Scope

This policy enables staff, tutors, and stakeholders to raise concerns about wrongdoing, malpractice, or safeguarding risks within Lighthouse Tuition South-West.

It ensures that concerns can be raised safely, confidentially, and without fear of retaliation.

## 2. Legal Framework

This policy complies with:

- Public Interest Disclosure Act 1998
- Children Act 1989 & 2004
- Keeping Children Safe in Education (2025)

## 3. What is Whistleblowing?

Whistleblowing refers to raising concerns about serious issues such as:

- Safeguarding failures or risks to children
- Illegal activity or misconduct
- Breaches of health and safety
- Discrimination or unethical behaviour
- Data protection breaches

## 4. Designated Whistleblowing Officer

All concerns should be reported to:

Sophie Hocking (Director & DSL)

## 5. How to Raise a Concern

Concerns can be raised:

- Verbally or in writing
- Directly or anonymously (where preferred)

All concerns will be taken seriously and investigated appropriately.

## 6. Investigation Process

- Concerns will be acknowledged within 5 working days
- An investigation will be carried out proportionately
- The individual raising the concern will be informed of the outcome where possible

Where safeguarding is involved, this will follow safeguarding procedures immediately.

## 7. Protection for Whistleblowers

Lighthouse Tuition South-West will:

- Protect individuals who raise concerns in good faith
- Ensure no victimisation, disadvantage, or retaliation occurs
- Treat all disclosures confidentially





#### 8. External Reporting

If a concern cannot be raised internally, or the individual feels it is not being addressed appropriately, they may report externally.

This may include:

- Local Authority Designated Officer (LADO)
- NSPCC Whistleblowing Helpline
- Ofsted or relevant regulatory bodies

Appropriate contacts will be identified based on the local authority involved.

#### 9. Malicious Allegations

Any deliberately false or malicious allegations may result in disciplinary action.

#### 10. Policy Review

This policy will be reviewed annually.

Name of Tutor: \_\_\_\_\_

Signed by Tutor: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Lighthouse Tuition (South-West)

Director Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

