

Whistleblowing Policy

Reviewed February 2026

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Vertex Learning Hub is committed to the highest standards of honesty, integrity and accountability in all of its activities. The organisation recognises the importance of creating an environment in which concerns about wrongdoing, malpractice or unsafe practice can be raised openly and safely.

This Whistleblowing Policy provides a clear framework for learners, staff, contractors and other stakeholders to raise concerns in the public interest, without fear of victimisation, discrimination or retaliation.

This policy aligns with the Public Interest Disclosure Act 1998 and reflects good practice within education, training and CPD provision.

1.2 Aims of the Policy

The policy aims to:

- Encourage individuals to report concerns at an early stage
- Provide clear procedures for raising and handling concerns
- Ensure concerns are taken seriously and investigated appropriately
- Protect whistleblowers from unfair treatment or reprisal
- Promote a culture of transparency and accountability

PART TWO

Scope of the Policy

2.1 Who the Policy Applies To

This policy applies to:

- Learners
- Employees and tutors
- Assessors and quality assurance staff
- Contractors and volunteers
- Employers and partners working with Vertex Learning Hub

2.2 Matters Covered by Whistleblowing

Concerns that may be raised under this policy include, but are not limited to:

- Criminal activity or suspected criminal behaviour
- Failure to comply with legal or regulatory obligations
- Health and safety risks or unsafe practices
- Safeguarding concerns
- Financial malpractice or fraud
- Breaches of awarding body or CPD requirements
- Concealment of any of the above

Personal grievances or complaints relating to an individual's own circumstances are not normally covered by this policy and should be raised through the appropriate Complaints or Grievance Procedures.

PART THREE

Raising a Concern

3.1 How to Raise a Concern

Concerns may be raised:

- Verbally or in writing
- Anonymously (where possible)
- As soon as reasonably practicable after the concern arises

Concerns should be raised with:

- The Centre Manager or Director, or
- A designated senior member of staff

Where a concern relates to senior management, it may be raised with an external authority or relevant awarding body.

3.2 Information to Provide

Where possible, individuals should provide:

- The nature of the concern
- Relevant dates, times and locations
- Names of individuals involved (if known)
- Any supporting evidence

PART FOUR

Investigation and Response

4.1 Handling of Concerns

Vertex Learning Hub will:

- Acknowledge receipt of the concern where possible
- Assess the concern objectively and confidentially
- Appoint an appropriate person to investigate
- Take proportionate action based on findings

4.2 Confidentiality

- All concerns will be treated sensitively and confidentially
- The identity of the whistleblower will not be disclosed without consent, unless required by law

4.3 Outcome and Feedback

- Where appropriate, feedback will be provided on the outcome of the investigation
- Disciplinary or corrective action may be taken if wrongdoing is identified

PART FIVE

Protection for Whistleblowers

5.1 Protection from Detriment

Vertex Learning Hub will not tolerate harassment, victimisation or retaliation against individuals who raise concerns in good faith.

Any individual who believes they have suffered detriment as a result of whistleblowing should report this immediately.

5.2 Malicious or False Allegations

Concerns raised maliciously or in bad faith may result in disciplinary action.

PART SIX

External Disclosure

If an individual reasonably believes that their concern has not been addressed appropriately, or that they cannot raise it internally, they may report the matter to:

- A relevant awarding body
- A regulatory authority
- A professional or statutory body

PART SEVEN

Monitoring and Review

- All whistleblowing concerns are recorded securely
- Trends are monitored to support organisational improvement
- This policy is reviewed annually or sooner if required by legislation or organisational change

We encourage all staff, learners and stakeholders to speak up where they have genuine concerns, in the interests of safety, quality and integrity.

Approved by Vertex Learning Hub Management

Signed: _____

(Director / Head of Centre)

Date: _____