The Chesterfield College Group

Whistleblowing Policy



Family:	Corporate Governance and Legal Frameworks
Reference Code:	GOV10
Manager Responsible:	Assistant Principal People and Culture
Committee for Approval:	Finance and Corporate Services
Approval Date:	September 2023
Issue Date:	September 2023
Review Date:	December 2026*

Impact Assessment status	In preparing the Policy, any potential disproportionate impact it might have upon individuals with protected characteristics, as defined in the Equality Act 2010, have been carefully considered. It is the conclusion of the College Group that the Policy does not adversely impact on individuals with any of the protected characteristics.
Issue Number	7
Issue Date	September 2023
Review Date	September 2026 - *Extended to December 2026
Originator	Assistant Principal People and Culture
Responsibility	Assistant Principal People and Culture

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Aim

Chesterfield College is committed to operating in an ethical and principled way. The aim of this policy is to provide employees with a means for raising genuine concerns of suspected bribery, breaches of the law and other serious wrongdoings.

The College encourages employees to raise genuine concerns about suspected wrongdoings at the earliest practicable stage. This policy is intended to provide safeguards to enable members of staff to raise concerns about malpractice in connection with the College.

This policy aims to offer an assurance to staff 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.

Scope

This policy and associated operating procedures apply to all employees and apprentices of Chesterfield College, which includes Learning Unlimited, and to our subsidiary companies; Training Services 2000 Ltd (LU Derby), Learning Unlimited ATA Ltd, Recruit Unlimited Ltd and Chesterfield College Enterprises Ltd.

Policy Statements

Staff members are often the first to realise that there may be something seriously wrong within an organisation. They may, however, not express their concerns because they fear that speaking up would be disloyal to their colleagues or the organisation. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern.

This policy applies to all staff engaged by the Chesterfield College Group and offers assurances that staff may report concerns without fear of victimisation, subsequent discrimination, or disadvantage.

This policy supports the confidential reporting within the Chesterfield College Group of any serious concern, rather than ignoring it or 'blowing the whistle' outside the organisation.

This policy should not be seen to encourage false, vexatious, or malicious complaints. The Chesterfield College Group has an obligation to protect its staff and other parties from deliberately untrue, vexatious and/or malicious disclosures. Where there are reasonable grounds to believe that this is the case, or where an external disclosure is made in breach of these procedures without reasonable grounds, the Chesterfield College Group reserves the right to initiate disciplinary procedures.

Implementation

Where an employee reasonably believes that a serious issue has been identified, or that an individual is failing to comply with any legal obligation, that a miscarriage of justice has occurred, or the health and safety of an individual is being endangered this must promptly be disclosed to a member of the College's Senior Management Team (SMT) so that any appropriate action can be taken.

If the disclosure relates to the Principal, then the issue can be raised with the Head of Governance. In the event that the disclosure relates to the Head of Governance, the issue can be raised with the Chair of the Board of Governors.

For further guidance in relation to this policy and procedure, or concerning the use of the disclosure procedure generally, employees should speak in confidence to the Assistant Principal People and Culture.

The Chesterfield College Group is committed to ensuring that equality, diversity, inclusion, and human rights remain a key focus in the delivery of a student-focused approach to an effective and efficient service for everyone within the organisation.

Communication Flow

A copy of the policy is held electronically on the staff intranet.

Managers will periodically be reminded of the existence of the policy and their responsibilities under it.

Monitoring

It will be the responsibility of the Head of Governance to monitor this policy. As part of the process, they will consult with the trade unions on changes to this policy and procedures. While this policy is to be followed by all employees of the Chesterfield College Group, it does not form part of an employee's contract of employment.

Associated Information and Guidance

- Public Interest Disclosure Act 1998

Related Chesterfield College Group Policies and Documents

- Grievance Policy and Procedure – PHR05
- Financial Regulations – FIN01

* This policy has been temporarily extended until December 2026, pending completion of a full review. The existing policy provisions remain in force throughout this extension period