



Whistleblowing Policy –

In this policy whistleblowing means reporting of any wrong-doing within the organisation by an employee. At MBKB we encourage all employees and others to voice any concerns about practices within MBKB without fear of being reprimanded, discriminated against or dismissed. At MBKB we see 'whistleblowing' as a positive act, as we are a provider of public services and pride ourselves on the high level of service provided, therefore we encourage freedom of speech. To achieve this, we need all employees to be working effectively and as a team. As an employee of MBKB Training, you have an obligation to report any areas of concern with either clients, learners or staff members, so that the issue can be resolved. If an allegation is made, it will be treated in confidence and every effort will be made not to reveal the whistleblower's identity. However, we do encourage whistle-blowers to put their names to allegations where possible, as anonymous allegations may be difficult to investigate and prove.

If you are aware of actions or issues that are likely to damage the reputation of MBKB Training or its ability to fulfil its service aims, you must report this immediately. Failure to do so may mean your own actions in not reporting this will be dealt with by way of our disciplinary procedure.

If raising a concern, please report to a director within the senior management team (SMT), this being Mark Bremner (Business Director), Lisa Elcocks (Quality Director) or Sarah Watkins (Performance Director). This allows for concerns to be raised that may concern a member of the senior management team.

Should a staff member have concerns about a colleague or practices of MBKB that relate to safeguarding, they can report them confidentially without fear of detrimental treatment for doing so. We advise that team members report concerns to the DSL, or if concerns are about the DSL, then report to DDSLs or CEO. We advise team members contact the Dudley Safeguarding Children's Board on 0300 555 0050 for guidance if they feel that their concerns are not being taken seriously or that a concern is not being dealt with correctly.

When making an allegation verbally or in writing, we ask that included within it is the name of the person making the allegation, where possible, and a contact number or e-mail. We also ask for as much detail about the allegation as possible, such as dates, times and people involved, and also the grounds for the allegation.

On receipt of an allegation, the senior management team (SMT) will record details of the allegation within 5 working days, gathering as much evidence as possible, and will then keep the whistle-blower informed of the outcome of the investigation. If the whistle-blower remains anonymous then no update will be given.



In the event that an allegation is found to be untrue, disciplinary or other action will not be taken against a whistle-blower, providing they made the allegation in the belief that it was in public interest to do so. However, disciplinary action may be taken against a whistle-blower who makes an allegation maliciously or for personal gain, and where it is not in the public interest.

This procedure does not replace other policies and procedures such as the complaints and grievances policy, the Grievance procedure or the Harassment and Bullying Policy (found within Equality and Diversity policy).

If your concern is regarding your own treatment as an employee, you should follow the grievance procedure outlined in your contract of employment.

A handwritten signature in black ink, appearing to read 'Mark Bremner'.

Mark Bremner

Business Director / CEO

17th December 2019