

WHISTLE BLOWING POLICY

Shape expects its staff to work in an honest and ethical way to the highest possible standards. If you suspect that someone might be breaking the law, acting corruptly or causing danger to employees or customers or the environment at Shape, you have a duty to report it. It will be taken seriously and there will be no come-backs provided you don't make a malicious allegation or your motive is personal gain. You have the legal right to make a protected disclosure.

Please note, whistle blowing is not the same as complaining because the issue is about the company, not a personal issue.

If you wish to use this policy then please follow these steps:

- Speak or write to your immediate line manager, telling them you want to raise something under the whistle blowing procedure. Say whether you want the matter to be treated in confidence.
- If you feel you can't raise the matter with your own manager, contact any other manager, the Chief Executive or a member of the Board.

The matter will be dealt with internally by instigating an investigation similar to that detailed in the complaints procedure or the safeguarding policy. You will be told about any investigations prompted by your disclosure and what actions, if any, will be taken as a result.

- If you aren't happy with how the matter was dealt with or you feel you can't raise it internally then there are a number of outside bodies you can contact.

These include e.g:

Funding Agencies for any financial irregularity or causing danger to learners
Local Social Services for any safeguarding issues
Health and Safety Executive for any danger to learners, employees or to the environment
Police for any suspected criminal offences
Awarding Organisation for any qualification fraud

Please note:

You do not need hard evidence but you must have sufficient and reasonable grounds for your concern.

Don't start your own investigation. That will be done by an independent person.

Do not approach the individual you have suspicions about.

Always keep the matter confidential between yourself and the person you raise it with. If your identity does need to be made public it will be with your previous knowledge and will be handled as sensitively as possible.

You can complain anonymously but that will make the matter more difficult to investigate.

If it is found that you have deliberately raised a malicious concern, you will be subject to the company disciplinary procedure.

Signed: Date: 11/9/20
Chief Executive

Signed: Date: 7/9/20
Chair of the Board of Trustees