



Whistleblowing Policy

2024-2025

Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	July 2021	Katherine Roberts	September 2025

Ratification

Role	Name	Signature	Date
Managing Director	Karl Baum	<i>Karl Baum</i>	18/09/2024

Details of Policy Updates

Date	Details
11/07/2022	Updates to new DSL contact
01/09/2022	Updated to new DDSL contact
01/09/2022	Updated to include KCSIE 2022
24/07/2023	Updated to New DSL contact
01/09/2023	Updated to include KCSIE 2023
05/09/2023	Updated for new DSL contact
01/09/2024	Updated to include KCSIE 2024
18/09/2024	Updated for new DSL contact



F-TEC Whistleblowing Policy

F-TEC are committed to acting with transparency and in compliance with all legal and regulatory obligations. We expect all F-TEC directors, employees and anyone acting on our behalf to do the same and to maintain the highest standards of ethical behaviour. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

A key aspect of ensuring and maintaining F-TEC's commitment to conducting business with such integrity and in an open and fair manner is providing a robust whistleblowing policy and reporting channel for F-TEC so that all colleagues feel able to report any safeguarding concerns in confidence. At F-TEC, we encourage employees to report any concerns as soon as they arise; such concerns can be of any nature, including any matters in connection with F-TEC personnel, as well as other third parties.

The aim of this policy therefore is to:

- Encourage and empower colleagues to speak up and report suspected safeguarding concerns as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- Provide colleagues with guidance as to how to raise those concerns.
- Reassure colleagues that they will be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
- Encourage a culture of openness.

Everyone has a responsibility to report any safeguarding concerns as soon as they become aware of them. If you are uncertain whether something is within scope of this policy, it is preferable that any concerns are reported rather than kept to oneself.

- Allegations regarding anyone in a position of trust working or volunteering with children should be referred to the LADO on the day that the allegation is reported. F-TEC should not undertake any investigation unless the LADO advises this. Where a staff member feels unable to raise an issue with the senior leadership team or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found at:

Advice on whistleblowing <https://www.gov.uk/whistleblowing>

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.



Alternatively, staff can write: National society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

If a child is in immediate danger or is at risk of harm, a referral should be made to MASH and/or the police immediately. Anyone can make a referral. Where referrals are not made by the DSL, the DSL should be informed, as soon as possible, that a referral has been made.

Role of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) is a senior member of staff, who undertakes lead responsibility for safeguarding and child protection within the training centre. Details of our DSL and Deputy DSL are:

DSL – Arizona Sykes

Email: Arizona.Sykes@f-tec.org.uk

Office: 01793 384449

Emergency Mobile: 07425 783919.

Deputy DSL – Sarah Engley

Email: Accounts@f-tec.org.uk

Office: 01793 384449

The above can be found on **F-TEC website**, our newsletters and notice boards.

<https://www.f-tec.org.uk/>

Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding child protection remains with the DSL.

Whistleblowing to the Department for Education

Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found here:

https://form.education.gov.uk/service/Contact_the_Department_for_Education

Whistleblowing submissions for Apprenticeships must be clearly marked 'Apprenticeships'. They will be submitted via the DfE's whistleblowing submission process and will be escalated to the DfE Apprenticeships policy team for response.

Support available for people making a whistleblowing disclosure is available [here](#)