

Whistleblowing Policy (Confidential Reporting)

Version: 2.0

Effective from: September 2025

Review date: September 2026

Applies to: All staff, contractors and associates

1. Purpose of this Policy

GLAS Business Solutions is committed to high standards of integrity, professionalism and accountability.

This policy explains how staff can safely raise concerns about wrongdoing, unsafe practice or misconduct **without fear of victimisation or disadvantage**.

Whistleblowing is viewed as a **positive and responsible action** that helps protect:

- Learners
- Staff
- The organisation
- Public trust and funding

Speaking up is **not disloyal** and will always be taken seriously.

2. What is Whistleblowing?

Whistleblowing is the reporting of concerns about suspected wrongdoing, illegal acts, unsafe practice or failures to act within GLAS Business Solutions.

This policy applies where concerns relate to:

- Organisational practice
- Learner safety or welfare
- Serious misconduct
- Legal or regulatory breaches

If your concern relates only to your **personal employment situation**, this should be raised through the Grievance Policy instead.

3. Who Can Raise a Concern?

This policy applies to:

- Employees of GLAS Business Solutions
- Contractors and consultants
- Agency staff and suppliers working on behalf of GLAS

4. What Should Be Reported?

You should raise a concern if you believe there is:



- A criminal offence or breach of the law
- Fraud, corruption or misuse of funds
- Safeguarding concerns, including neglect or abuse of learners
- Health and safety risks
- Discrimination or harassment
- Serious professional misconduct
- Other unethical or improper behaviour

This list is not exhaustive.

5. Protection for Whistleblowers

This policy is written in line with the **Public Interest Disclosure Act 1998**.

If you raise a concern:

- In good faith
- With reasonable belief it is true

You will be protected from:

- Victimisation
- Harassment
- Disciplinary action or dismissal

GLAS will not tolerate retaliation against anyone who raises a genuine concern.

6. Confidentiality and Anonymity

- Concerns will be treated **confidentially** wherever possible
- Your identity will not be disclosed without your consent, unless required by law
- Anonymous concerns will be considered, but may be harder to investigate

7. How to Raise a Concern

Concerns should be raised **as soon as possible** using one of the following routes:

- Speak to a senior manager
- Contact the Managing Director or Ops Manager/Director
- Use a role-based reporting route (recommended):
safeguarding@glasbusiness.co.uk (for learner-related concerns)

Concerns can be raised verbally or in writing. You are not expected to prove wrongdoing — only to report genuine concerns.

8. What GLAS Will Do

GLAS Business Solutions will:

- Acknowledge concerns promptly
- Decide whether investigation is required
- Take appropriate action where concerns are substantiated
- Keep you informed of progress where possible

Investigations will be handled fairly, sensitively and proportionately.



9. External Advice

If you would like independent advice before raising a concern, you may contact:

Protect (formerly Public Concern at Work)

Website: www.protect-advice.org.uk

10. Review of this Policy

This policy will be reviewed annually, or earlier if required due to:

- Legislative changes
- Ofsted feedback
- Organisational change