

# ERA EDUCATION COMPANY

## **Whistleblowing Policy**

September 2020 (new update Sep.2021)

### **Whistle Blowing Policy**

Whistle blowing encourages and enables staff to raise serious concerns within **Era Education** rather than overlooking a problem or taking the matter outside.

### **Our Commitment**

Era Education company is committed to the highest possible standards of openness, probity, and accountability. In line with that commitment we expect staff, and others that we deal with, who have serious concerns about any aspect of the Era company's work to come forward and voice those concerns in writing or in person. The policy applies to all employees, (including those designated as casual hours, temporary, agency, drivers, authorised volunteers or work experience).

### **The Aims of the Policy**

- To encourage staff to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for staff to raise concerns in confidence and receive feedback on any action taken within 1 month.
- To ensure that a staff member receives a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure 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.

### **What Types of Concern are covered?**

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the students as well as other employees.
- Damage to the environment.
- Possible fraud and corruption.
- Sexual, physical or other abuse of students or staff.
- Other unethical conduct.

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- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is rights and wrong.

The Era company recognises that the decision to report a concern can be a difficult one to make. If what is being said is true, staff should have nothing to fear. The company will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect a staff member when a concern is raised.

### **Untrue Allegations**

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

### **Procedures for Making a Disclosure**

On receipt of a complaint of malpractice, the member of staff who receives and takes note of the complaint, must pass this information as soon as is reasonably possible, to the Director who will take a duty of investigating officer. The Director of the company is Mrs Vitalija Abare, mob. 07557532717 and an email address vitalijamatvey@gmail.com. The complains should be made in writing or in person. If there is an evidence of criminal activity then the investigating officer (Director) should inform the police. The Company will ensure that any internal investigation does not hinder a formal police investigation.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the staff member if they so wish. At the appropriate time, however, the staff member may need to come forward as a witness.

This policy encourages staff however to put their name to a concern whenever possible.

Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

### **Timescales**

Employees must discuss a grievance on the relevant subject no later than 2 months of the event giving rise to the grievance. The Director must give explanation of the actions taken or to provide evidence to the employee within 1 month.

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## **A low level concerns**

The Director can receive a low level concerns from the employees or clients and deal with it immediately or within 1 week from the day of the report. A low level concerns can be resulted with the company's Director Vitalija Abare by finding a solution or compromise.

## **Investigating Procedure**

The investigating officer should follow these steps:

- Full details and clarifications of the complaint should be obtained.
- The investigating officer should inform the member of staff against whom the complaint is made as soon as is practically possible. The member of staff will be informed of their right to be accompanied by a trade union or other representative at any future interview or hearing held under the provision of these procedures.
- The investigating officer should consider the involvement of the Company auditors and the Police at this stage
- The allegations should be fully investigated by the investigating officer with the assistance where appropriate, of other individuals / bodies.
- A judgement concerning the complaint and validity of the complaint will be made by the investigating officer. This judgement will be detailed in a written report containing the findings of the investigations and reasons for the judgement.
- The Director will decide what action to take. If the complaint is shown to be justified, then they will invoke the disciplinary or other appropriate Company procedures.
- The complainant should be kept informed of the progress of the investigations and, if appropriate, of the final outcome.
- If appropriate, a copy of the outcomes will be passed to the Company Auditors to enable a review of the procedures.

If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the Company recognises the lawful rights of employees and ex-employees to make disclosures to prescribed persons (such as the Health and Safety Executive, the Audit Commission, or the utility regulators), or, where justified, elsewhere.

## **Equal Opportunities:**

In all the procedures all parties must take into account the company's equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, nor age.

This policy should be read in conjunction with the:

- Safeguarding Policy

4 RIDLEY ROAD, OXFORD OX42QJ  
www.eraeducation.co.uk

TELEPHONE: +44 7557532717.  
info@eraeducation.co.uk

# ERA EDUCATION COMPANY

The NSPCC has a whistleblowing help line which is available for staff who do not feel able to raise concerns regarding child protection failures within the organisation. Staff can call 08000280285 between 8am and 8pm Monday to Friday or can email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

In addition, Protect provide a free, confidential advice line for concerned staff to call before whistleblowing. The helpline is 02031172520 and their website is: [www.pcaw.co.uk](http://www.pcaw.co.uk)

## **Reports recording**

The reports will be stored in the file placed in the locked cabinet (in the office), as well as in the director's computer to which just Vitalija Abare has access to and it passworded.

Each record will be stored for at least three years from the date on which it was made.