



WHISTLEBLOWING POLICY & PROCEDURE

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| Policy owner | Head of Skills and Training Designated Safeguarding Lead and Deputies |
| Scope: applies to who | All staff, employers, learners, and visitors |



INTRODUCTION

This policy should be used as a guide for PDTT staff, learner's, employers, and placement providers, also anyone who is invited into PDTT to deliver any training sessions to PDTT learners.

PDTT makes a moral commitment to provide learning in a safe secure and diverse environment with equality of opportunity for all. By adopting and implementing a whistleblowing policy, PDTT will ensure all staff and partners can report any concerns in an open and transparent manner.

PDTT is fully committed to the highest possible standards of openness and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns.

This policy aims to make transparent the core principles by which PDTT intends to conduct business and the standard of learning intended to be delivered, and to publicly communicate the levels of responsibility of PDTT, the training provider and the employers where learners are employed or placed. The contents of this policy are the ultimate responsibility of the Chief Executive Officer.

What is whistleblowing?

Whistleblowing encourages and enables employees to raise serious concerns within PDTT rather than overlooking a problem or 'blowing the whistle' outside the organisation. Employees are often the first to realise that there is something seriously wrong within the company. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to PDTT.

Who does the policy apply to?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), all learners and employers who work with PDTT. It also covers all mentors and support staff.

The aims of the policy

- To provide avenues for individuals to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation, if you have a reasonable belief that you have made a disclosure in good faith.

What types of concern are covered?

- Sexual or physical abuse of clients.
- Conduct which is an offence or a breach of law e.g. possession of drugs.
- Discrimination.
- Covid-19 / health and safety risks, including risks to the public as well as other employees – under the influence of alcohol or drugs in the workplace.
- Possible fraud and corruption.
- Other unethical conduct.



- Damage to the environment. Not to be confused with *PDTT Grievance Procedure* - this relates to complaints about your own employment or training.

HOW TO REPORT A CONCERN

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the Chief Executive Officer directly.

SAFEGUARDS AND VICTIMISATION

PDTT recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and to those for whom you provide a service. PDTT will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you, however, to put your name to your concern whenever possible.

In some circumstances, PDTT may be legally required to inform third parties of certain reported issues (for example, informing law enforcement of alleged illegal activities).

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.

POLICY REVIEW

This policy is reviewed annually. This Policy covers Anti-Bribery and sits alongside PDTT's Conflict-of-Interest Policy.