

**Policy No: LIEURAPP22023**

## **Policy Name: Whistleblowing Policy**

### **1.0 Purpose**

This policy has been developed for LI Europe employees, apprentices, apprentice employers or members of the public to bring any concerns to attention at a high level within LI Europe, where the individual believes malpractice has taken place. This is known as whistleblowing. This policy is not intended to be used where there are other, more appropriate policies or procedures available, such as, but not limited to, the Concerns, Complaints and Compliments Policy, Academic Appeals Procedure or the Grievance Procedure.

### **2.0 Confidentiality**

All whistleblowing allegations will be taken seriously and, if necessary, investigated in a discreet and sensitive manner. If requested, individuals who make disclosures will have their identity kept confidential. However, although LI Europe will aim to keep an individual's identity confidential if requested, this cannot be guaranteed. Furthermore, it should be noted that when concerns are raised anonymously, it may not be possible for an effective investigation to take place. LI Europe therefore encourages individuals raising a concern to provide their name and contact details so that they can be contacted for further information to help with the investigation. Individuals raising a concern should also be aware that there may be certain circumstances where LI Europe must reveal that individual's identity, such as if required by the law.

### **3.0 Procedure**

Where an individual believes that malpractice has taken place, they should report their concerns to the Managing Director by email, telephone, or letter. An investigation will only take place if there are sufficient grounds to do so and the individual reporting the concern should therefore include as much detail as possible, to demonstrate that sufficient grounds exist.

Following receipt of a concern, the Managing Director will contact the individual who raised the concern within 5 working days, to confirm that it has been received. They will also indicate whether an investigation is taking place or will take place and will request any further information required from the individual.

The Managing Director will conduct a full investigation, if this is required, in accordance with the Malpractice in Certification and Assessment Policy and will be able to confirm this with the individual raising the concern. However, LI Europe are not required to disclose the outcomes of any investigations to individuals raising any concerns. If cases of malpractice are proven, LI Europe will follow the Malpractice in Certification and Assessment Policy and inform the relevant End Point Assessor.

### **4.0 Related Policies**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

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LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP22014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director \_\_\_\_\_

Date \_\_\_\_\_