



Whistle Blowing Policy & Procedure 2024-2025

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Approved by:	Marion Dodgson
Position:	Head of Safeguarding
Signature:	

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Whistleblowing Policy

Scope and Purpose

This Whistleblowing Policy applies to all employees, contractors, and stakeholders of Vision Rehabilitation Training Ltd. The purpose of this policy is to provide a framework for reporting concerns about illegal, unethical, or improper conduct within the organization.

Definition of Whistleblowing

Whistleblowing refers to the act of reporting misconduct, including but not limited to:

- Fraud or financial irregularities
- Violation of company policies or regulations
- Health and safety risks
- Environmental hazards
- Criminal activities
- Any other unlawful or unethical conduct

Protection and Confidentiality

We are committed to protecting whistleblowers from any form of retaliation, including termination, harassment, or discrimination. All reports will be treated with strict confidentiality, and the identity of the whistleblower will be protected to the fullest extent possible.

Reporting Procedure

Step 1: Initial Report

Reports can be made orally or in writing. Whistleblowers may choose to report their concerns to their immediate supervisor or directly to the designated Whistleblowing Officer.

Step 2: Investigation

Upon receiving a report, the Whistleblowing Officer will initiate a preliminary assessment to determine the appropriate course of action. If necessary, a full investigation will be conducted, involving relevant departments and external experts if needed.

Step 3: Resolution

Following the investigation, appropriate corrective actions will be taken to address the reported misconduct. The whistleblower will be informed of the outcome, while maintaining confidentiality.

Anonymous Reporting

Anonymous reports are accepted and will be investigated with the same diligence as those made openly. However, it may be more challenging to conduct a thorough investigation without the ability to follow up with the whistleblower for additional information.

Responsibilities

Employees are encouraged to report any concerns they may have about misconduct. It is the responsibility of every employee to act in accordance with company policies and ethical standards.

Supervisors and Managers are responsible for addressing concerns raised by employees and ensuring that reports are forwarded to the Whistleblowing Officer promptly.

The Whistleblowing Officer is responsible for overseeing the investigation process, ensuring confidentiality, and protecting the rights of the whistleblower.

Training and Awareness

Regular training sessions will be conducted to ensure that all employees are aware of this policy and understand the procedures for reporting misconduct. Information about the Whistleblowing Policy will also be included in the employee handbook and available on the company intranet.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness. Any updates or changes will be communicated to all employees.

Contact Information

Whistleblowing Officer: Marion Dodgson

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By fostering a culture of transparency and integrity, we aim to create a safe and ethical workplace for all employees. Thank you for your cooperation and commitment to upholding these standards.