



Embrace
SCITT



Whistleblowing Procedure

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| Versions available at: | embrace-education.co.uk |
| Hard copies made available from: | Embrace SCITT (upon request) |
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| Person(s) Responsible for Review: | Head of SCITT & Operational Leadership Group |
| Approved by: | Strategic Leadership Group |
| Adoption date: | 02.10.2023 |
| Signed on behalf of the Strategic Leadership Group: | |

Ms Angela Holdsworth MBE

CEO & Accounting Officer

1. Purpose

You can use this procedure to raise serious concerns about wrongdoing or malpractice in the public interest. It protects you if you raise a concern in good faith.

2. Scope

This procedure applies to: trainees, staff, volunteers, and any person with a legitimate interest in Embrace SCITT provision. It covers concerns that relate to suspected:

- unlawful conduct
- failure to meet regulatory standards
- safeguarding risks
- financial irregularity
- health and safety breaches
- abuse of position for personal gain.

3. Principles

We will:

- encourage open reporting of concerns
- treat whistleblowers with dignity and respect
- protect confidentiality wherever possible
- investigate fairly and promptly
- protect you from retaliation for raising a concern in good faith.

4. How to Raise a Concern

4.1 Initial Disclosure

- You should raise your concern in writing.
- Include full details of the issue, dates, times, people involved, and evidence if available.
- Send your concern to the Whistleblowing Contact at the Head of SCITT: j.findlay-pidcock@embrace-education.co.uk

4.2 Alternative Contacts

If the concern involves the designated contact then raise it with the Sea View Trust Central Team: office@theseaviewtrust.org.uk

5. Acknowledgement

We will:

- acknowledge receipt in writing within 5 working days
- confirm how we plan to investigate
- give an estimate for a full response.

6. Review and Investigation

- The assigned investigator will gather information and may interview you.
- You may bring a colleague or union representative to meetings.
- We aim to complete the investigation within 28 working days (excluding holidays) of acknowledgement.
- We will write to you with the outcome and next steps.

7. Outcomes

Possible outcomes include:

- no further action if evidence is insufficient

- internal actions or process changes
- referral to external authorities (e.g Department for Education or police) where appropriate.

8. Confidentiality and Anonymity

- We will protect your identity where possible.
- If we cannot, we will seek your consent before any disclosure.
- Anonymous concerns will be considered but may limit our ability to investigate fully.

9. Protection from Detriment

You will not be penalised for raising a concern in good faith. If you experience detriment, you should report this immediately under the relevant misconduct policy.

10. Malicious Allegations

If an investigation finds that a concern was raised with malicious intent, this may lead to disciplinary action.

11. External Reporting

If you believe internal reporting is inappropriate or has not resolved the concern, you can raise it with a prescribed regulator such as the Department for Education. Legal protections apply to qualifying disclosures.

12. Monitoring and Review

SCITT Leaders will monitor use of this procedure. The Strategic Leadership Group (SLG) will review it at least every two years.