



LCE TUITION

WHISTLE BLOWING POLICY

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Contents

1	Introduction	2
2	Safeguards	3
3	How to raise a concern	4
4	How will the company respond?	5
5	Taking the issue further	5
6	Staff training	6
7	Implementation, monitoring, evaluation and review	7

1 Introduction

LCE Tuition (LCET) is committed to the highest standards of openness, integrity and accountability. Employees with any concerns about our work must come forward and voice those concerns. This also applies to concerns about the activities of staff, senior leaders, Directors, Board and external organisations and/or professionals in their dealings with the company. It does not matter that an individual, who raises a concern, is mistaken about it – staff do not have to prove anything about the allegation they are making. However, they must reasonably believe two things:

- They are acting in the public interest i.e. the concern raised, adversely affects the welfare of

children, third parties or the public at large; as opposed to the welfare of a private individual or company. This does not include personal grievances and complaints about employment e.g. terms and conditions, relationships or working practices, which are addressed under other procedures.

● The disclosure highlights past, present or likely future wrongdoing falling into one or more of the following categories:

- criminal offences (this may include, for example, financial impropriety such as bribery, corruption, fraud and tax evasion);
- failure to comply with an obligation set out in law or a professional code of conduct;
- amounts to a miscarriage of justice;
- endangers the health and safety of children, staff, visitors or other members of the public;
- endangers or damages the environment;
- a breach of LCET's policies, procedures and guidance;
- any behaviour that falls below established standards of good practice; and/or
- any attempt to cover-up wrongdoing in the above categories.

All staff have protection under UK whistle blowing laws if they raise concerns in the correct way; and we are committed to ensuring that all disclosures will be dealt with appropriately, consistently, fairly and professionally. This policy and all associated procedures apply to all staff, Leadership Team, consultants, agency staff, volunteers, students on placement and any other individual working for, or on behalf of LCET, and should be read in conjunction with other safeguarding and employment policies. Failure to comply with these policies and procedures may result in disciplinary action, which might include summary dismissal (and referral to the Disclosure and Barring Service and the Teacher Regulation Agency (TRA), where appropriate) or termination of agreement or contract.

2 Safeguards

(a) Harassment or victimisation We recognise that the decision to report a concern can be a difficult one for someone to make, not least because of the fear of reprisals from those responsible for the malpractice. LCET will not tolerate harassment or victimisation and will take all possible measures to protect employees who raise concerns in good faith. Harassing or victimising a 'whistle blower', or instructing, causing or inducing others to do so, will be regarded as gross misconduct. Employees found to be engaging in this behaviour will be subject to disciplinary action and may be dismissed. (b) Confidentiality LCET will, as far as possible, protect the identity of employees who raise concerns and do not want their name to be disclosed. However, it must be appreciated, that the investigation may reveal the source of the information, and statements made

by the employee may be required as part of the evidence. We encourage employees to put their name to allegations made. Concerns expressed anonymously are much less powerful, but they will be considered after the following factors have been taken into account:

- the seriousness of the issue raised;
- the credibility of the concern;
- the likelihood of confirming the allegation from other attributable sources; and
- the possibility of false, malicious or vexatious¹ allegations.

If an allegation is made in good faith but is not confirmed by the investigation, no action will be taken against the employee. However, if employees make allegations that are found (through an investigation) to be false, malicious or vexatious, disciplinary action will be taken against them.

3 How to raise a concern

All staff must report any concerns about the safeguarding and welfare of children. Line managers are obliged to ask all staff at every supervision session about whether they have observed or know about any concerning practice or whether they are worried about a child. However, if staff are concerned they must not wait for their supervision session, as this could delay action to protect a child. For any other concerns that do not relate to the safety or welfare of children, the earlier they express their concerns the easier it is to take action. As a first step, an employee should normally raise concerns with their supervisor or line manager. However, this depends on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. Employees who are unwilling or unable to approach their supervisor or line manager should approach the Chief Executive.

- If you are unwilling or unable to approach the CEO, or
- If your concern is about the Head CEO, or
- If you are unhappy with the response you have received from the CEO

then you must contact the

Director, Jim Liptrot

via email: jim@lifechangingeducation.co.uk or telephone 07813520647. Concerns should normally be raised in writing, or recorded by other means, and describe the following:

- background and history of the concern;
- names, dates and places (where possible); and
- reason(s) why the employee is concerned about the situation.

An employee, who does not feel able to put their concerns in writing, can meet the appropriate member of staff face-to-face, or contact them by telephone, as set out above. Employees may invite a representative of their trade union or professional association to raise the matter in conjunction with them.

4 How will the company respond?

The action taken by the company will depend on the nature of the concern and the evidence available. The matter may, for example, be investigated internally or referred to the Designated Officer (DO)² and/or the police. 1 Vexatious - causing or tending to cause annoyance, frustration, or worry. 2 Some local authorities still use the term 'Local Authority Designated Officer' (LADO) We will arrange a meeting as soon as possible, to discuss the concerns raised. You may bring a colleague or trade union representative to any such meeting. However, the companion must respect the confidentiality of the disclosure and any subsequent investigation. We may ask you for further information about the concern raised, either at this meeting or at a later stage. Whistle blowing concerns associated with allegations of child abuse or safeguarding must be referred to children's social care and the referring authority, in accordance with our 'Child Protection Policy'. All other whistle blowing concerns must be recorded in the Whistle Blowing Log Book. In order to protect individuals, initial enquiries will be made to decide whether an investigation is appropriate; and, if so, what form it should take. Some low-level concerns may be resolved by agreed action if the employee who raised the concern is happy and feels that this will put the matter right. Within 10 working days of a concern being received, the Chief Executive must write to the employee who raised the issue:

- acknowledging that the concern has been raised;
- indicating how they propose to deal with the matter;
- telling the employee what further investigations will take place, and if none, why not; and
- giving an estimate of how long it will take to provide a final response (where possible).

LCET accepts that employees need to be assured that the matter has been properly addressed. Therefore, employees will be kept informed of any progress and, subject to legal or contractual constraints, employees will be told the outcomes of any investigations and/or the reason why they cannot be told the full information. Given the nature of anonymous disclosures, LCET will not normally be able to provide feedback to those raising the concern.

5 Taking the issue further

This policy is intended to provide employees with an avenue to raise relevant concerns within LCET. It is hoped that employees will be satisfied with the action taken as a result. We recognise

that in certain circumstances employees may not be able to approach us about their concern, in which case they can contact the regulator (Ofsted) directly, using the contact details below.

- Ofsted Whistle Blowing hotline

Telephone: 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) Email: whistleblowing@ofsted.gov.uk Address: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD If as a member of staff, you are not satisfied with our response and feel it is right to take the matter outside of LCET, the following are possible contact points, some or all of which may be appropriate:

- the NSPCC Whistleblowing Advice Line is available for staff who do not feel able to raise concerns

regarding child protection failures internally. Telephone 0800 028 0285 (8.00 am to 8:00 pm, Monday to Friday) email: help@nspcc.org.uk

- the independent whistleblowing charity Protect (formerly Public Concern at Work)

For further information, please see their website at <https://protect-advice.org.uk/> Telephone Protect Advice Line: 020 3117 25203 (* option 1) Alternatively, you can get in touch by clicking on the following link: [Contact Form](#)

- other regulatory organisations e.g. The Health and Safety Executive (HSE)

You can access the HSE Concern Form using the following link: [Concern Form - Customer Self-Service \(hse.gov.uk\)](#)

- relevant professional bodies or trade unions

- the police

Another option may be to contact a prescribed person. Prescribed persons are mainly regulators and professional bodies (some of which are identified above) but include other persons and bodies such as MPs. The relevant prescribed person depends on the subject matter of the disclosure. A complete list of prescribed persons can be found [here](#). Whistleblowing: list of prescribed people and bodies (updated 27 October 2021) Prescribed persons have individual policies and procedures for handling concerns and complaints. Generally, these will be accessible on their websites.

6 Staff training

LCET is committed to training all staff on key aspects of whistle blowing law and our policy and procedures. For further information and advice on whistle blowing, please refer to the following links:

- Whistleblowing for employees GOV.UK

- What is Whistleblowing? Protect (formerly Public Concern at Work)

7 Implementation, monitoring, evaluation and review

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Whistle Blowing Policy' is the Chief Executive. The designated member of staff is also responsible for ensuring that all staff, parents, carers and placing local authorities are aware of our policy. Additional support would also be provided to any parent or significant person, wishing to know more about the policy and procedures outlined above. A copy of this policy document is available for inspection on the premises during office hours (term time only) and an electronic copy is posted on our website: This policy document will be reviewed and publicised in writing at least annually and, if necessary, more frequently in response to any significant incidents or new developments in national, local and organisational policy, guidance and practice. 3 Opening hours: Mon, Tue, Thu: 9:30 am – 1.00 pm and 2.00 pm – 5:30 pm; Wed, Fri: 9:30 am – 1.00 pm