



WHISTLEBLOWING POLICY AND PROCEDURE

Policy Statement

IH Manchester is committed to the highest standards of integrity, transparency, and accountability. We encourage staff, students, and others associated with the school to raise concerns about any suspected wrongdoing, unethical conduct, or malpractice without fear of retaliation. All disclosures will be treated seriously and addressed promptly in line with this policy.

Policy Aim

This policy aims to:

- Provide a clear process for raising concerns about suspected wrongdoing or malpractice.
- Ensure whistleblowers are protected from any form of detriment or retaliation.
- Promote a culture of openness and accountability within the school.
- Ensure concerns are dealt with fairly, confidentially, and in a timely manner.

What is Whistleblowing?

Whistleblowing is the act of reporting concerns about illegal, unethical, or unsafe practices. These may include:

- Criminal offences (e.g., fraud, theft).
- Failure to comply with legal obligations.
- Risks to health and safety.
- Covering up any of the above.

Key Contacts

Title	Contact details	Role
Designated Whistleblowing Lead	Claire Bouédo (Centre Co-ordinator) Claire.bouedo@ihmanchester.com	<ul style="list-style-type: none"> • Conducting Initial Assessments: Reviews the validity of concerns and determines whether further investigation is needed. • Overseeing Investigations: Ensures thorough, fair, and confidential investigations are conducted. • Providing Feedback: Informs the whistleblower of outcomes and actions taken, maintaining confidentiality where required.
Alternative Contact (if the concern involves the Whistleblowing Lead)	John O’Leary School’s Principal John@ihmanchester.com	<ul style="list-style-type: none"> • Performing the same duties as above, when a concern involves the Whistleblowing Lead

Reviewed November 2025 – Next review November 2026 or in the event of staffing, policy, or legislative changes



External Contact (if concerns are not addressed internally)	Organisation: English UK www.englishuk.com Tel: +44 20 7608 7960 info@englishuk.com	
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Procedure

STEP 1: RAISE THE CONCERN

- Identify the issue and gather relevant details.
- Submit your concern in writing to the Designated Whistleblowing Lead. Include as much detail as possible, such as dates, people involved, and evidence.
- If the concern involves the Whistleblowing Lead, contact the Alternative Contact.

STEP 2: ACKNOWLEDGMENT

- Your concern will be acknowledged in writing within five working days.

STEP 3: INITIAL ASSESSMENT

- The Whistleblowing Lead will conduct an initial review to determine the validity of the concern and decide whether further investigation is needed.
- If the issue is outside the scope of this policy, the whistleblower will be directed to an appropriate procedure.

STEP 4: INVESTIGATION

- A thorough investigation will be conducted, maintaining confidentiality as far as possible.
- The whistleblower may be asked to provide additional information.

STEP 5: OUTCOME AND FEEDBACK

- Once the investigation is complete, the whistleblower will be informed of the outcome, where possible, within 20 working days.
- Due to confidentiality, full details of actions taken may not be disclosed.

STEP 6: ESCALATION

- If the whistleblower is dissatisfied with the outcome, they can raise the matter with English UK or another appropriate external authority.

Confidentiality and Protection

- All concerns will be handled confidentially. The identity of the whistleblower will not be disclosed without their consent unless required by law.
- IH Manchester will not tolerate retaliation or victimisation against whistleblowers. Anyone found doing so will face disciplinary action.



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