

StudyBox Whistleblowing Policy

Designated Safeguarding Lead (DSL): Shannon Hill

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1. Purpose

StudyBox is committed to the highest standards of openness, integrity, and accountability. This policy aims to provide a clear framework for staff, tutors, and volunteers to raise concerns about possible wrongdoing or poor practice, including safeguarding concerns, without fear of victimisation or reprisal.

2. Scope

This policy applies to all employees, tutors and volunteers of StudyBox. It covers concerns that fall outside of standard grievance procedures, including those that could harm children, staff, or the reputation of StudyBox.

3. Definition of Whistleblowing

Whistleblowing is the act of reporting concerns about wrongdoing, illegal acts, or malpractice in the workplace. Examples include safeguarding failures, criminal activity, breaches of health and safety, discrimination, professional misconduct, or concealment of wrongdoing.

4. Key Principles

Concerns will be taken seriously, investigated promptly, and handled confidentially. Whistleblowers will be protected from detriment or dismissal for raising genuine concerns. Malicious or knowingly false allegations will be treated as misconduct.

5. Raising a Concern

Concerns can be raised in person, in writing, or by email. Staff should raise issues internally first:

1. Step 1 – Speak to your line manager or the DSL (Shannon Hill).
2. Step 2 – Escalate to the Director or Senior Manager.
3. Step 3 – If unresolved, contact external agencies such as Ofsted or NSPCC. Concerns may be raised anonymously, although this may limit investigation.

6. Investigation Process

All reports will be acknowledged within 5 working days. An independent investigation will be carried out. Findings and outcomes will be documented and shared with the whistleblower where appropriate. Safeguarding risks will be referred immediately to relevant authorities.

7. External Contacts

If unable to raise concerns internally, staff may contact:

- Ofsted: 0300 123 3155 or whistleblowing@ofsted.gov.uk
- NSPCC Whistleblowing Advice Line: 0800 028 0285 or help@nspcc.org.uk

- Local Authority Designated Officer (LADO) via the council website
- Police (non-emergency): 101

8. Confidentiality and Protection

StudyBox London will protect whistleblowers by keeping identities confidential unless required by law, protecting against discrimination or dismissal, and taking action against retaliation.

9. Malicious Allegations

Deliberate false or malicious reports will be treated as a disciplinary matter and may result in further action.

10. Monitoring and Review

All whistleblowing reports are logged and reviewed by the DSL. This policy will be reviewed annually or following major incidents or legislative changes.

11. Contact Details

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