

Whistleblowing Policy

Document owner	Directors
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Status	Publicly available policy on website

Purpose and scope

Unique School Solutions encourages concerns about wrongdoing in our business or the education settings we supply. This policy applies to current and former internal employees and agency workers, and is also available to candidates and contractors. We take concerns seriously and will not tolerate retaliation.

When to use this policy

Whistleblowing means reporting information you reasonably believe shows wrongdoing and that raising it is in the public interest. This includes criminal offences, breaches of legal obligations, miscarriages of justice, dangers to health or safety, environmental damage, sexual harassment, or deliberate concealment of these matters. Examples include unsafe recruitment or safeguarding failures. Concerns may relate to past, current or likely future wrongdoing. You do not need proof and may be mistaken.

Personal employment or service complaints should normally follow our grievance procedure for internal employees or Complaints Policy for agency workers and candidates, unless they also raise a public interest concern.

How to raise a concern

Tell your consultant, line manager or either director, in person, by telephone or in writing. Explain what happened, why it concerns you and any relevant dates or information. Do not investigate it yourself. If the concern involves that person, or you are uncomfortable approaching them, contact the other director directly. If neither director is appropriate, use the external routes below.

For concerns at a school, follow its safeguarding or whistleblowing reporting arrangements and inform USS promptly. Report child protection concerns immediately under the relevant safeguarding and allegations procedures; do not wait for a whistleblowing investigation. If reporting internally is unsafe or ineffective, contact children's social care, the Local Authority Designated Officer where appropriate, or the police. Call 999 for immediate danger.

How we respond

An appropriate person without involvement in the concern will acknowledge it promptly, assess any immediate risk, arrange proportionate enquiries and refer to relevant authorities where necessary. We will explain the next steps and keep you informed as far as confidentiality allows. You may bring a colleague or trade union representative to meetings. Records will be kept securely under our data protection and retention arrangements.

Confidentiality and protection

We will protect your identity as far as possible, sharing information only where necessary or legally required. Absolute confidentiality cannot be guaranteed. Anonymous reports are considered, although investigation and feedback may be limited.

No one raising a concern with reasonable belief should suffer dismissal, lost assignments, bullying or other disadvantages, even if it is not substantiated. Report retaliation to an uninvolved director. Knowingly fabricated allegations may lead to appropriate action. Statutory protection depends on the legal conditions for protected disclosure; this policy does not restrict those rights.

External reporting and advice

You can report directly to a relevant prescribed person or body without first reporting internally. If dissatisfied with our response, approach the other director or an appropriate external body. Different legal conditions apply to external disclosures; seek independent advice if unsure.