



Whistleblowing Policy

1. What is this Policy about?

- 1.1. This policy tells you how you can raise your concerns if you believe that wrongdoing or malpractice is taking place within the University College. If you raise a concern that you believe to be true then we will protect you from punishment or reprisal, even if your concern proves to have been mistaken.

2. Who is this Policy for?

- 2.1. This policy applies to governors, students, those contracted to supply services to the University College and to everyone who works for the University College.

3. Who can you contact if you have any queries about this Policy?

- 3.1. You can contact the Chief Operating Officer or the Clerk to the Board of Governors.
- 3.2. Please contact the Chief Operating Officer and the Clerk to the Board of Governors as follows:
- 3.2.1. Chief Operating Officer – coo-whistleblowing@aecc.ac.uk - 01202 436200 (ext 285)
- 3.2.2. Clerk – clerk-whistleblowing@aecc.ac.uk - 01202 436200 (ext 337)
- 3.2.3. Postal address:
AECC University College
Parkwood Campus
Parkwood Road
Bournemouth
Dorset
BH5 2DF

4. Overview

- 4.1. AECC University College is committed to conducting our business in a manner that is open, honest and accountable.
- 4.2. It is a responsibility of all of us to uphold these values. The purpose of this policy is to allow staff, students and third parties to raise concerns if they believe that others are not upholding these values.
- 4.3. We want to encourage and help you to raise your concerns if you believe that wrongdoing or malpractice is taking place within the University College and we want to reassure you that it is safe and acceptable for you to raise your concerns.
- 4.4. Raising a concern about wrongdoing or malpractice within the workplace is often called “whistleblowing” or a “public interest disclosure”.

- 4.5. This policy applies equally to governors and to everyone who works for the University College; whether full-time or part-time, or as a contractor or agency worker, or as a volunteer or a student.

5. What Does this Policy Cover?

- 5.1. This policy is intended to enable you to raise concerns that you think will impact upon the University College community or its stakeholders. If as a member of staff you have a personal grievance or complaint, please refer to the Grievance Procedure which can be found on the Staff Information Portal (SIP). Students can find the students' Complaint Procedure on the University Website.
- 5.2. It is not possible to give an exhaustive list of all the activities that might constitute wrongdoing or malpractice but they do include the following:
- Criminal offences
 - Non-compliance with statutory obligations
 - Non-compliance or departure from University College policies and regulations
 - Malpractice, impropriety or fraud
 - Improper conduct or unethical behaviour
 - Academic or professional malpractice
 - Risks to health and safety
 - Environmental damage
 - Concealment or suppression of malpractice or wrongdoing
- 5.3. We encourage you to raise concerns if you believe or suspect that these, or similar, activities are happening at the University College.

6. Our Assurance to You

6.1. Protection

If you raise a concern that you believe to be true then we will protect you from punishment or reprisal, even if your concern subsequently proves to have been mistaken. Any member of the University College's community who discriminates against someone who has raised a genuine concern under this policy or subjects them to bullying, harassment or other detrimental treatment will be liable for disciplinary action.

6.2. Confidentiality

We hope that, given our assurances to you in this policy, you will feel able to raise any concerns with us. We will keep your identity confidential unless you consent otherwise or we are required to disclose it by law. If we cannot keep your identity confidential because this would hinder an investigation or because your identity might be deduced by others then we will talk with you about this and the approach that we should take.

- 6.3. We may have a duty to tell other organisations about the concern that has been raised. We will inform you if we have this duty.

8. Raising Your Concern

- 8.1. You should raise your concern with the Chief Operating Officer or, if they are not available, with the Clerk to the Board of Governors. If your concern is about one of these members of staff then you should raise it with the other.
- 8.2. You do not need to have conclusive evidence of wrongdoing or malpractice before you raise a concern. However, we will need you to tell us why you have a concern and to give us as much information as possible.
- 8.3. If as a member of staff you meet with the Chief Operating Officer or Clerk to the Board of Governors to discuss your concerns then you are able to bring a work colleague or trade union representative to the meeting if you wish. Students can bring a representative of the Students' Union. However, this individual must agree to respect the confidentiality of the meeting.

9. Raising Anonymous Concerns

- 9.1. You can raise your concern anonymously but if you do not tell us who you are then we will not be able to ask you if we need further information or ensure that you receive the protection described in this policy. This may make it harder for us to investigate your concerns and we will not be able to tell you about any action that we take. We therefore encourage you not to raise concerns anonymously.
- 9.2. If you decide to raise your concerns anonymously then please provide as much information as you can about the malpractice or wrongdoing that you believe is happening and the people who you believe to be involved.
- 9.3. The Chief Operating Officer or Clerk to the Board of Governors will decide whether a concern that has been raised anonymously should be investigated. Their decision will take into account: the seriousness of the issues raised; the credibility of the allegation; the evidence received; and the likelihood of confirming the allegation from other sources.

10. Handling Your Concern

- 10.1. The Chief Operating Officer or Clerk to the Board of Governors will acknowledge receipt of your concern within two working days. The Chief Operating Officer or Clerk to the Board of Governors will consider the concern you have raised and the information that you have provided and they will decide on the action that should be taken.
- 10.2. If the Chief Operating Officer or Clerk to the Board of Governors decides that action should be taken then they may decide that:
 - another University College policy or process is more appropriate and should be used to address the matters raised;
 - an independent person or expert from within or outside the University College should conduct an investigation; or the matter should be reported to the police.
- 10.3. The Chief Operating Officer or Clerk to the Board of Governors will inform you of the likely timescale for any investigation and will agree with you how and when they will communicate with you to keep you informed of progress.
- 10.4. Investigations will be conducted fairly, sensitively and as quickly as possible, and the findings will be reported in writing to the Chief Operating Officer. A copy of the report will be provided to the Chair of the Audit & Risk Assurance Committee.

- 10.5. Whenever possible, the Chief Operating Officer or Clerk to the Board of Governors will tell you about the outcome of any investigation and will inform you in writing of the conclusions drawn. However, we will not be able to tell you if this would break our duty of confidentiality to another person.
- 10.6. If the Chief Operating Officer or Clerk to the Board of Governors decides that no action should be taken then they will inform you in writing of their decision and their reasons for reaching this decision.

11. Outcomes

- 11.1. We cannot guarantee that we will respond to all matters in the way you might wish but we shall strive to handle things fairly and properly. If you are dissatisfied with the way that your concern has been addressed then you can ask for the matter to be reviewed by the Chair of the Audit & Risk Assurance Committee. You must make this request within 10 working days of the date of the written confirmation from either the Chief Operating Officer or the Clerk. The decision of the Chair of the Audit & Risk Assurance Committee is final and represents the last stage of our consideration of your concern.
- 11.2. The Chair of the Audit & Risk Assurance Committee will receive a report from the Chief Operating Officer or Clerk as appropriate, summarising the concern, the actions taken and the outcome reached. In addition to this summary report, all documentation relating to the concern will be made available to the Chair so that they can assure themselves that the process followed is in line with this Policy and determine whether or not that they support the outcome. The Chair will inform you in writing of the conclusions that they have drawn which will be the final outcome.

12. Raising Concerns Externally

- 12.1. In some exceptional circumstances, it may be appropriate for you to raise your concerns with external bodies. However, the primary purpose of this policy is to provide protection for those who raise concerns and so we would expect that concerns are raised internally in most cases.
- 12.2. If you have a genuine reason for not raising your concerns internally then it may be appropriate for you to raise them with an external body, such as a regulator. The government has a list of external bodies that have a remit to receive concerns on certain matters. This can be found at:
<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2>

13. Protecting the University College Community

- 13.1 If you have previously raised a genuine concern under this policy and you feel that this has caused you to experience reprisal, harassment or victimisation then please contact the Head of People & Development
- 13.2 This policy protects those who raise concerns that they believe to be true. It does not protect those who maliciously raise matters that they know to be untrue. Disciplinary action may be taken where deliberate misuse of this policy is proven.

14. Independent Advice

- 14.1 If you are unsure whether to raise a concern or you want confidential advice at any stage, you may contact the independent charity Public Concern at Work on 020 7404 6609 or by email at helpline@pcaw.org.uk. They can provide advice on your options and can help you raise a concern.
- 14.2 If you are a member of a trade union then they may also be able to provide you with advice and help you to raise your concern.

Version:	3.1 <i>Revision of 4.5 to include students</i> <i>Revision of 5.2 to remove list of potential perpetrators so as not to limit the definition</i>
Ratified by:	SMG
Originator / Author	Clerk and Chief Operating Officer
Reference source	HE Exemplars
Date approved	27/04/2018
Effective from	27/04/2018
Updated on	3.0 – 10/03/2022 3.1 – 24/05/22
Date approved	3.0 – 15/03/2022
Effective from	24/05/22
Next Review date	March 2025
Target	Governors, Staff, Workers, Students of AECC University College and any contractors supplying services to AECC University College
Policy location	Staff Information Portal and Moodle. Governors' One Drive
Equality Analysis	No direct impact, the policy provides for equality analysis to be undertaken as part of policy review The policy provides for information to be made available in alternative formats as required, to make reasonable adjustments in line with the Equality Act 2010