

Bellevue Education International Ltd.

Apprentice Whistleblowing Policy

This Policy Applies to Bellevue Education International Ltd.

BELLEVUE APPRENTICESHIPS

Reviewed July 2026
by
Steven Wade, Paula Bains & Sam Selby

Next Review - July 2027

Whistleblowing policy

1. **Honesty and integrity:** The organisation is committed to conducting its business with honesty and integrity, and we expect all staff to maintain high standards in accordance with the Code of Conduct. All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.
2. **Aims:** The aims of this policy are to:
 - a. encourage staff and apprentices to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
 - b. provide staff and apprentices with guidance as to how to raise those concerns; and
 - c. reassure staff and apprentices that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
3. **Staff:** This policy covers all employees, including apprentices, officers, governors, consultants, contractors, volunteers, work placement students, casual workers and agency workers.

Wrongdoing at work

4. **Whistleblowing:** Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:
 - a. criminal activity;
 - b. safeguarding concerns (see paragraph 9 below);
 - c. failure to comply with any legal [· or professional] obligation or regulatory requirements;
 - d. miscarriages of justice;
 - e. danger to health and safety;
 - f. damage to the environment;
 - g. bribery;
 - h. financial fraud or mismanagement;
 - i. other unlawful or unethical conduct in the workplace;
 - j. that sexual harassment has occurred, is occurring or is likely to occur;
 - k. the deliberate concealment of any of the above matters.
5. **Whistleblower:** A whistleblower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities and such disclosure is in the public interest (a whistleblowing concern) you should report it under this policy.

6. **Grievances:** This procedure should not be used where you have a complaint relating to your personal circumstances in the workplace. The grievance procedure contained in the Employment Manual should be used in such cases.
7. **Concerns about your own conduct:** Reporting your own mistakes or conduct is not whistleblowing; this is a contractual duty of disclosure. While we encourage openness, this does not grant the same protections as a formal whistleblowing disclosure.
8. **Detriment:** Provided that this procedure is used appropriately and correctly, you will not suffer any detriment as a result of reporting a suspected wrongdoing.
9. **Meetings:** If you raise a concern, you are entitled to be accompanied by a colleague or union representative to any subsequent meetings regarding the matter.
10. **Advice:** If you are uncertain whether something is within the scope of this policy you should seek advice from the [· Head / Bursar / Compliance Manager], Designated Safeguarding Lead, Protect, the NSPCC whistleblowing helpline or the Modern Slavery helpline.
11. **Safeguarding:** Nothing within this policy is intended to prevent staff from complying with their statutory obligations in accordance with Safeguarding Apprentices or Keeping Children Safe in Education (DfE, September 2021). In particular:
 - 11.1 **Safeguarding / child protection policy:** If you have any concerns about a pupil's welfare, action should be taken immediately (even if they are low level concerns). You should report the concern to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead. See the School's child protection and safeguarding policy and procedures for full information about what to do if you have a concern about a pupil, including what to do if the Designated Safeguarding Lead is not available.
 - 11.2 **Safeguarding - member of staff:** You should raise any concerns about another staff member (even if they are low level concerns) with the Head, or if the concern is about the Head, with the Chair of Governors (without first notifying the Head) in accordance with the procedures in our safeguarding and prevent policies.
 - 11.3 **Safeguarding - another apprentice:** You should raise any concerns about another apprentice (even if they are low level concerns) with the Course Lead, or if the concern is about the Course Lead, with the Apprenticeship Lead (without first notifying the Course Lead) in accordance with the procedures in our safeguarding and prevent policies.
 - 11.4 **Whistleblowing policy:** You should follow this procedure to raise concerns about poor or unsafe practices by the provider (BEI Apprenticeships) or potential failures by the provider or setting to properly fulfil its safeguarding responsibilities.

Contact details:

OFSTED

By email: enquiries@ofsted.gov.uk

By telephone: The following helplines are open from 8.00am to 6.00pm, Monday to Friday:
general helpline **0300 123 1231**

By post: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

Bellevue Education International Limited

Contact us using the Contact Form: <https://blvue.com/contact/>

By email: contact@blvue.com / DSL: Swade@blvue.com as appropriate

By telephone: From 9am to 5pm, Monday to Friday: **0203 817 8000**

By post: Bellevue Education International Ltd, Third Floor, 3 Murphy Street, London SE1 7FP

Department of Education (DfE)

By Post: Ministerial and Public Communications Division

Department for Education, Piccadilly Gate, Store Street, Manchester M1 2WD

Contact form: https://form.education.gov.uk/service/Contact_the_Department_for_Education

https://form.education.gov.uk/service/Contact_the_Department_for_Education

Telephone: 0370 000 2288

The helpline is open Monday to Friday, 9:30 AM to 5 PM, excluding bank holidays.