

Whistleblowing Policy and Procedure

Nature Beanz Adventures

REVIEWED ON: MARCH 2025

NEXT REVIEW DUE: MARCH 2026

COMPLETED BY: GARETH JONES

1. Introduction

Nature Beanz Adventures is committed to the highest standards of integrity, transparency, and accountability. We encourage a culture where staff, volunteers, and stakeholders feel able to raise concerns about wrongdoing, malpractice, or unethical behaviour without fear of retaliation.

This policy sets out the procedure for reporting concerns and ensures that individuals are protected when raising issues in good faith.

2. Purpose

The purpose of this policy is to:

- Encourage staff, volunteers, and stakeholders to report genuine concerns about wrongdoing.
- Provide a clear process for reporting concerns confidentially.
- Ensure that concerns are taken seriously and investigated appropriately.
- Protect whistleblowers from victimisation or disadvantage.

This policy applies to all **staff, volunteers, contractors, and stakeholders** working with or on behalf of Nature Beanz Adventures.

3. What is Whistleblowing?

Whistleblowing refers to **reporting suspected wrongdoing** in the public interest. Concerns that should be reported under this policy include:

- **Criminal activity** (e.g., fraud, theft, corruption).
- **Safeguarding concerns** (e.g., abuse, neglect, failure to protect individuals).

- **Health and safety violations** that put people at risk.
- **Environmental damage.**
- **Breach of legal or regulatory requirements.**
- **Deliberate cover-up** of any of the above.

This policy does **not** cover personal grievances (e.g., bullying, discrimination), which should be addressed through the **Grievance Policy**.

4. How to Raise a Concern

If you have a concern, you should report it as soon as possible using the following process:

Step 1: Reporting the Concern

You can raise a concern verbally or in writing to one of the following:

- **A Manager**
- **Designated Whistleblowing Officer:** Please contact Local Authority or Ofsted
- **Safeguarding Lead:** Gareth Jones

If you do not feel comfortable raising the concern internally, you can contact an **external organisation** such as:

- **NSPCC Whistleblowing Helpline** – 0800 028 0285
- **Ofsted Whistleblowing Team** – 0300 123 3155
- **The Health and Safety Executive (HSE)** – 0300 003 1647

Step 2: Investigation Process

- The concern will be acknowledged within **5 working days**.
- An internal review will determine whether further investigation is needed.
- If an investigation is required, an independent person may be appointed to conduct it.
- The outcome of the investigation will be communicated to the whistleblower where appropriate, usually within **30 working days**.

Step 3: Confidentiality & Protection

- Whistleblowers can **raise concerns anonymously**, but it may limit the ability to investigate.
- Information will be kept **confidential** as far as possible.
- Anyone raising a concern in good faith is **protected from victimisation**.

- If someone is found to have **made a false allegation maliciously**, disciplinary action may be taken.
-

5. Support for Whistleblowers

Nature Beanz Adventures recognises that whistleblowing can be difficult. We will provide:

- **Reassurance** that concerns are taken seriously.
- **Support and guidance** throughout the process.
- **Protection from victimisation** for genuine whistleblowers.

Anyone experiencing retaliation should report it immediately so that action can be taken.

6. Monitoring & Review

- This policy will be **reviewed annually** to ensure it remains effective.
 - Any updates will be communicated to staff and stakeholders.
 - Training on whistleblowing procedures will be provided where necessary.
-

7. Contact Information

For further information or to raise a concern, please contact:

Ofsted or Local Authority

Nature Beanz Adventures is committed to a culture of openness, honesty, and accountability. Raising concerns in good faith helps us ensure a safe and ethical working environment for everyone.