

Anti-Fraud Statement

Careers Clusters – Croydon & Hillingdon

Maintenance Policy Owner	Careers SLT
Review	Annual
Next review	May 2021, or when the Corporate policy is updated (whichever is soonest)

Overview

Education Development Trust is committed to high ethical and moral standards in the conduct of all its activities, based on the “Nolan Principles” established by the Committee on Standards in Public Life.

Adherence to these principles are expected and secured contractually from all employees and contractors, and a culture which fosters this is supported by specific policies and procedures, including:

Code of Conduct (Appendix 1)

Whistleblowing Policy (Appendix 2)

EDT has committed to the Chartered Institute of Procurement and Supply’s Code of Ethics. This ensures our commitment to eradicating unethical business practices including bribery, fraud and corruption. Through this commitment we ensure that:

- All employees involved in sourcing and supplier management are aware of and understand the Trust’s ethical code, and how it relates to procurement and supply management; forming part of new staff induction and ongoing performance measurement objectives;
- We give appropriate professional training and receive relevant and regular training on the impact of fraud and corruption within the supply chain;
- We keep up to date with new local and international legislation relating to malpractice in business, including fraud, corruption and bribery
- All suspected fraud (internal and partners) will be investigated by a Business Improvement Manager in line with our Audit policy, with employment or contract termination a possible outcome. Any suspected fraud would be raised with the Managing Authority in line with published processes.

Careers Clusters Project

With regard to the Careers Clusters Project (“the project”) within the The Mayor’s European Social Fund (ESF) 2019-23 Programme, specific measures are in place.

- All financial transactions have segregation of roles between raising and approving orders, and authorising payments, as per the Trust’s financial procedures.
- All project deliverables and performance indicators will be subjected to multiple levels of checking and authorisation prior to being confirmed and claimed.

- There will be periodic sample-based checks undertaken by Education Development Trust staff external to the Project on both the support activity and deliverables, and the ESF claims
- Project claim checking and approval are subject to segregated roles, including sign off by IAG Commercial Manager
- Each staff member will undergo a project-specific induction which will include:
 - briefings on the requirements to prevent and report fraudulent or unethical activity
 - This will include an overview/examples of fraudulent activity within the context of the project (covering financial and performance indicator related aspects)
 - What constitutes a conflict of interest and the need to disclose/declare any conflicts to ensure
 - how to report or raise any concerns

Education Development Trust's Corporate whistleblowing policy lays out the process by which concerns about possible fraud, malpractice and so on can be raised through an appropriate channel without fear of reprisal. Should concerns or evidence of any actual or suspected fraudulent activity in relation to the project arise:

- 1) A Business Improvement Manager will conduct appropriate investigative enquiries in the first instance, in line with the Trust's established internal process
- 2) The Director of Careers and Employability will ensure that the Greater London Authority are informed as soon as any suspicions are raised, and that any instructions issued by the Greater London Authority, Audit Authority or their agents are strictly complied with as per ESF rules
- 3) Depending on the nature and origin of the issue(s) the Police may be informed if there is clear evidence of criminal wrongdoing
- 4) Any staff or contractors suspected may be suspended from duties pending investigation.
- 5) Safeguards to protect the anonymity and rights of person(s) making the disclosure of suspected fraud are enshrined in the Whistleblowing Policy.

This Policy Statement will be reviewed annually and updated in line with any additional ESF guidance and changes to applicable legislation.

EDUCATION DEVELOPMENT TRUST

CODE OF CONDUCT POLICY

Maintenance

Policy owner	Head of Human Resources
Review	3 Years
Next review	July 2022

Version Control

Version Number	Date
Version 3.0	July 2019

Due to the changing nature of employment legislation and for reasons of best practice, policies and procedures may change. All policies and procedures are version controlled and the most up to date versions are all available on Education Development Trust's intranet. If you have any queries, please contact hr@educationdevelopmenttrust.com.

If you have questions about how to interpret this policy, please ask the Policy Owner – Head of Human Resources



1 SCOPE

Education Development Trust Group of companies (“the Company”) is committed to the highest standards of openness, integrity and accountability for all employees reflected in personal behaviour and standards of conduct.

The purpose and aim of this Code of Conduct is to provide guidance and raise awareness of the standards and behaviour Education Development Trust expects from all employees.

This policy applies to all employees of the Education Development Trust Group of Companies (“the Trust”). The policy also applies to Education Development Trust partners: including trustees, contractors, agency staff, consultants, volunteers and interns, employees or representatives of partner organisations working for or with Education Development Trust.

For the purposes of this document, the term “**employee**” refers to all persons who are covered by Education Development Trust’s Code of Conduct policy as clarified within the scope.

2 POLICY

Key principles of the policy

The following principles provide guidance on the standards of conduct expected of employees based on what matters to us:

- At Education Development Trust, we improve school systems at scale and provide empowering employability and careers services to young people and adults. We own and manage a portfolio of schools and, as a not-for-profit, we invest annually in our programme of education research that informs policymaking around the world as well as our own work. What we do affects how teachers teach, leaders lead, and students learn, and we help to improve the life chances for all.
- We commit to an environment where everyone is treated with dignity and respect thus ensuring staff are able to work without fear of harassment, bullying or intimidation.

Expected Standards

This code covers some of the important issues relating to conduct and expected behaviour at work. However, it is not set out to be an exhaustive list of standards, so you are advised to ask for help if you are unsure. The Code gives a brief explanation on what is expected of employees, with the title of a more detailed policy listed alongside, if applicable.

Standards of Personal Behaviour

- Ensure that no employee receives less favourable treatment or is victimised or harassed on the grounds of race, ethnic origin, nationality, gender, disability, marital status, sexual orientation, age, religion or any personal characteristic. All employees should be supported to reach their full potential. For further information refer to the **Inclusive Diversity Policy**.
- The Company does not seek to dictate how employees conduct themselves in their personal lives. However, unlawful or other conduct by employees which has the potential to jeopardise the Company’s reputation or position may lead to action being taken including, in serious cases, the termination of the employee’s contract. Threatening, aggressive or violent behaviour or language is not permitted – this applies both during working hours and outside of the work environment if it becomes known.
- Employees should not report or attempt to report for duty having consumed drugs or alcohol likely to render themselves unfit and/or unsafe for work. Employees should not use, or be in possession of, illegal substances on Company premises or when representing the Company. Failure to abide by these requirements may result in disciplinary action in line with the **Disciplinary Procedure**, including termination of employment.
- All absences from work, except for reasons of sickness should be authorised or requested prior to the day. Any instances where an employee is absent from work without prior approval are

considered as unauthorised absence. For further information on the above, please refer to the **Sickness Absence Policy & Procedure**.

- Employees must ensure that their dress is appropriate for the situation in which they are working and that they present a professional image appropriate to the setting and context within which they are working.
- When working in an international context or travelling internationally on behalf of the Company, employees will be observant of all local laws and be sensitive to local customs. Any acts of unlawful conduct by employees which has the potential to jeopardise the Company's reputation or position may lead to action being taken including, in serious cases, the termination of the employee's contract.

Safeguarding Standards

- The Company has a duty to safeguard the wellbeing of all direct beneficiaries of our services including children, young people and adults at risk, in-direct beneficiaries, and all who come into contact with us. The duty to safeguard includes the duty to report safeguarding concerns/incidents and allegations to the Designated Safeguarding Lead (DSL) or line manager within the department or subsidiary company that the employee works. For a detailed account of the acceptable attitudes and behaviours towards beneficiaries, refer to the **Corporate Safeguarding Policy** and the **International Safeguarding and Child Protection Policy**.

Safety Standards

- Employees must adopt a pro-active, responsible and cooperative attitude towards health and safety and take every reasonable precaution to avoid injury to themselves and others (others being employees and non-employees including members of the public). Any health and safety concern should be reported to either the local Health & Safety representative, or to the Company's Health & Safety Manager. For further information refer to the **Health & Safety Policy and associated framework**.
- The Company has a duty to report specified accidents and "near miss" *. Therefore, all employees should record any accident or near miss via their local First Aider. For further information refer to the **Accident and Incident Policy**, and **Incident Category Matrix**.
- ***Near Miss:** this is categorised as any incident that could have resulted in an accident. Knowledge of near misses is very important as research has shown that, approximately, for every 10 'near miss' events at a particular location in the workplace, a minor accident will occur.
- The Company has a duty to ensure the health and wellbeing of staff including those who are designated home-workers. Home-workers should ensure that their work area is fit for purpose, free from distractions and compliant with both Health & Safety and IT requirements. For further information see the **Working from Home Policy & Procedure**.
- The Company has a duty to safeguard staff who are required to work alone and ensure that lone workers are not put at more risk than other employees. Where lone working cannot be eliminated, employees should work with their line manager to risk assess and put in place reasonable control measures. For further information, refer to the **Lone Working Policy**.
- The Company has a duty to ensure that the safety and well-being of all its staff is a top priority. As a global organisation it is committed to taking any measures that can be reasonably expected to reduce the risk of harm and ensure, as far as possible, safety of its staff when travelling to high risk areas. For further information see the **Duty of Care Policy, Global Mobility Policy and the International Travel Risk Assessment Process**.

Compliance Standards

- Employees have a right and a duty to raise any matters of concern which they may have. This should normally be through their line manager but where this is not appropriate, they may raise the issue with HR. No individual who expresses their views in good faith and in line with this guidance will be penalised for doing so. For further information refer to either the **Whistleblowing Policy** or **Grievance Procedure**.

- Confidential information obtained in the course of duty, in respect of employees or in connection with the Company's activities, must only be made available to those employees who have a work-related requirement to view such information. Employees handling confidential information should use only authorised channels of communication for the dissemination of such information and should comply with the applicable Data Protection guidelines (e.g. GDPR in the UK). Further details on confidentiality can be found in your **Terms and Conditions of Employment**.
- Gifts from clients for the benefit of the Company should be accepted and registered unless there is a good reason not to do so. Personal gifts from clients of modest value (e.g. business diaries, calendars or chocolates at Christmas) can be accepted but should always be declared. Gifts from suppliers which could be construed as an inducement must not be accepted. If in any doubt whether you should accept a gift, please consult your line manager. Further information can also be found in the **Policy on Standards of Business Conduct and Conflict of Interests**.
- There is a requirement to hold a staff Register of Interest within the Company. The purpose is to assist staff to maintain high ethical standards in the conduct of Education Development Trust's business and also help in dealings with Government agencies. This exercise is in line with our financial year end and will be repeated annually. We will only request completed Declaration of Interest forms from Senior Managers and those in a particularly sensitive role i.e. those with budgetary accountability and/or those where educational conflicts may exist. All other staff are covered by the terms of their contracts and the **Staff Conflict of Interest Policy**. All employees should be reminded of the need to declare any conflicts, as and when they arise, under the terms of the Conflict of Interest policy, and line managers should ensure this is communicated within their own teams.

IT Equipment and Acceptable Standards

- Inappropriate or unprofessional use of social media can pose a series of corporate risks to the Company. In most situations, you should not accept 'friend requests' on your personal profile through social media sites or messaging apps from 'clients' or beneficiaries you work with (this includes children, young people, parents/carers etc). For further information on the wider issues refer to the **Corporate Safeguarding Policy and Social Media Policy**.
- Information and the associated processes, systems and networks are valuable assets, and the way in which personal data is managed has important implications for individuals. Through its security policies, procedures and structures, the Company will facilitate the secure and uninterrupted flow of information, in both internal and external communications. Education Development Trust believes that security is an integral part of the information sharing which is essential to support corporate endeavours. See **Information Security Policy**.
- The Company will not unreasonably prevent employees from using Company assets as long as it does not interfere or conflict with the work of the Company. The making of long or numerous personal telephone calls (and emails) is not permitted. For further information refer to the **IT Acceptable Usage Policy**.

All **media enquiries** should be directed to the Marketing & Communications team (marcomms@educationdevelopmenttrust.com) and only nominated spokespeople, as listed on the **PR Protocol**, can speak directly to the media.

Breaches of this Code

This Code of Conduct has been drawn up to provide a source of guidance to all employees. It is not a contract document and can be amended at any time by the Company. All employees must comply with both the provisions of this code and the associated Company policies and procedures.

3 ROLES AND RESPONSIBILITIES

Employees are required to:

- Read and adhere to the standards outlined in this policy
- Seek clarification on any areas of the Code of Conduct that are not understood

- Refer to associated policies for further information

Line Managers are required to:

- Read and adhere to the policy
- Role model the behaviour standards outlined in the policy
- Provide employees with clarification on standard expectations from associated policies where appropriate
- Contact HR for support and guidance on conduct issues

Human Resources (HR) Colleagues are required to:

- Provide advice and guidance to managers and employees when required
- Ensure the policy is reviewed and updated as appropriate
- Escalate concerns of repeated breaches to the Head of Global HR or Senior Manager as appropriate

4 RELATED DOCUMENTS**Policies / Procedures / guidance / forms**

- Inclusive Diversity Policy
- Disciplinary Procedure
- Sickness Absence Policy and Procedure
- Corporate Safeguarding Policy
- International Safeguarding and Child Protection Policy
- Health & Safety Policy and associated framework
- Accident and Incident Policy
- Incident Category Matrix.
- Working from Home Policy & Procedure.
- Lone Working Policy.
- Duty of Care Policy
- Global Mobility Policy
- International Travel Risk Assessment Process.
- Whistleblowing Policy and procedure summary
- Grievance Procedure
- Terms and Conditions of Employment
- Standards of Business Conduct and Conflict of Interests Policy
- Staff Conflict of Interest Policy
- Social Media Policy
- Information Security Policy
- IT Acceptable Usage Policy

I confirm I have read, understand and agree to my role relating to safeguarding and all other statements contained within this Code of Conduct policy.

Signed: _____ Date: _____

Name: _____

EDUCATION DEVELOPMENT TRUST

WHISTLEBLOWING POLICY AND PROCEDURE

Maintenance

Policy owner	Head of Human Resources
Review	Annual
Next review	June 2020

Version Control

Version Number	Date
Version 2.0	June 2019

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1 INTRODUCTION

Education Development Trust Group of companies (“the Company”) is committed to the highest standards of openness, integrity and accountability and expects employees who have serious concerns about any aspect of the Company’s work to come forward and voice these concerns.

The Company is committed to developing a culture where it is safe and acceptable for all employees and stakeholders to raise concerns about poor or unacceptable practice and misconduct. The purpose of this policy is to assist employees who believe they have discovered malpractice or impropriety in making a disclosure.

Although this policy is written in line with UK employment law the policy contains general information that is mandatory for everyone working for the organisation to follow, regardless of where you are. However, if you are based in a location other than the UK, please refer to the advice contained within this policy alongside your local procedures, which may vary from country to country.

Background

This policy and procedure has been introduced in line with the Public Interest Disclosure Act (PIDA) 1998 which enables employees to raise issues of concern in an appropriate manner without any detrimental treatment.

The Act protects employees and workers in several ways e.g.

- Protection from dismissal because they have made a protected disclosure. If a dismissal takes place, it will be treated as “unfair”
- Protection from being subjected to any ‘detrimental treatment’ by employers on the grounds that they have made a protected disclosure

Education Development Trust encourages employees and all persons associated with the company who discover information which is believed to show malpractice or wrongdoing within the organisation, to disclose such information as soon as possible. The company recognises that making disclosures can take a lot of courage and confidence and is committed to supporting employees and all persons associated with the company throughout this process.

2 SCOPE

This policy applies to everyone working for, or associated with, Education Development Trust. It includes:

- **Employees at all levels** within Education Development Trust including Trustees. This policy covers all UK companies and branches (e.g. Sub-Saharan African branches) and overseas incorporated subsidiaries such as Brunei and other companies based overseas including those in the UAE and India.
- **Education Development Trust partners:** these include volunteers, consultants, contractors and employees or representatives of partner organisations working for or with Education Development Trust.

For the purposes of this document, the term “**employee**” refers to all persons who are covered by Education Development Trust’s Whistleblowing policy as clarified within the scope.

3 POLICY

What is a qualifying disclosure?

Qualifying disclosures are disclosures which you reasonably believe that one or more of the following matters is either happening now, took place in the past, or is likely to happen in the future. The Act

provides protection for workers who raise legitimate concerns ("qualifying disclosures") about specified matters e.g.

- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual including a safeguarding matter
- damage to the environment
- conflict of interest
- deliberate concealment of information tending to show any of the above matters.

A qualifying disclosure will be 'protected' provided you:

- make the disclosure in good faith
- reasonably believe that the information disclosed and any allegation contained within the disclosure is substantially true.

Employees are encouraged to use this policy rather than to air concerns outside the organisation unless the employee is of the belief that the Company has not dealt with the concern satisfactorily. In such cases, **and in the UK only**, the employee should contact one of the prescribed bodies under the UK Public Interest Disclosure Act 1998 (PIDA) as follows:

- HM Revenue & Customs;
- the Financial Conduct Authority;
- the Competition and Markets Authority;
- the Health and Safety Executive;
- the Environment Agency;
- the Independent Office for Police Conduct; or
- the Serious Fraud Office

The Whistleblowing policy is not designed for the questioning of financial or business decisions taken within the Company; nor will it apply to personal grievances concerning an employee's terms and conditions of employment, or any other aspects of the working relationship i.e. complaints relating to bullying, harassment, or disciplinary matters. Such complaints will be dealt with under the existing appropriate policies and procedures.

Company Assurance and Support

- The Company is committed to good practice and high standards and is supportive of its employees.
- The Company recognises that a decision to report a concern can be a difficult one to make. If you believe that what you are saying is true then you should have no concerns in raising because you will be doing your duty to your employer and those for whom you are providing a service.
- You will be given full support from senior management throughout the process and be taken seriously. The investigation will not prevent you from having support because your involvement will be confidential.
- The Company will not tolerate any harassment or victimisation, including informal pressures, and will take appropriate action to protect you when you raise a concern wherever possible. Employees suffering harassment or victimisation should inform their line manager or the individual with whom they raised their initial concern.
- Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that may already affect an employee.

Confidentiality

All concerns will be treated in confidence and every effort will be made, subject to legal constraints, not to reveal your identity, if you so wish. If it does become necessary to reveal your identity you will be consulted before this action is taken. This may apply in cases where the allegations are so serious that it may be necessary to take protective action and/or refer the matter to the police.

Whilst it may be possible to raise concerns anonymously, this policy encourages you to put your name to your concern wherever possible. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the company, taking into account factors such as the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from other attributable sources.

Concerns about children or vulnerable adults

Education Development Trust is committed to providing excellent service to the children and adults we work with and safeguarding their interests is of paramount importance. However, as a company we recognise that concerns may arise in respect of employees conduct towards children or adults at risk. If you need to raise a concern relating to a safeguarding situation, please refer to local safeguarding contact procedures and/or the Corporate Safeguarding Policy or the International Safeguarding and Child Protection Policy both of which are available through your local HR department or on SharePoint under the Corporate Governance section

Unsubstantiated Allegations

It is important to raise all concerns that impact the reputation of the organisation. However, if you raise a concern or make an allegation in good faith, that is then not confirmed by the investigation, the case will be closed and treated with the utmost confidentiality. However, if you make an allegation frivolously, maliciously or for personal gain, it will result in appropriate action being taken against you including disciplinary action.

4 ROLES AND RESPONSIBILITIES

The Discloser is required to:

- Read and adhere to the contents of this policy and procedure
- Lodge the disclosure through the most preferable route:
 - line manager at local level or
 - the confidential email confidentialconcerns@educationdevelopmenttrust.com.
 - through a trusted senior person of choice
- Attend meetings relating to the whistleblowing case where required

Line Manager and Senior Managers are required to:

- Read and adhere to the contents of the policy and procedure
- Inform the senior manager for the business area of the disclosure upon receipt of concern if appropriate
- Contact either Head of Global HR or Chair of Audit and Finance Committee for advice and guidance where relevant
- Where appropriate provide guidance and support to discloser or any witnesses
- Conduct or attend investigation hearings or meetings where required

Head of Global HR - Hilary Isham (hisham@educationdevelopmenttrust.com) is required to:

- Read and adhere to the contents of the policy and procedure
- Provide advice to senior managers when a disclosure has been made
- Review disclosure cases and seek advice on the involvement of 3rd party agencies e.g. Police
- Appoint legal representation for the organisation as required
- Escalate to relevant Leadership team member and Chair of Audit and Finance Committee where appropriate

Chair of Audit and Finance Committee – Bob Humphreys (Robert_g_humphreys@yahoo.co.uk) is required to:

- Read and adhere to the contents of the policy and procedure
- Act as final internal arbiter of the disclosure
- Inform Leadership team and/or Trustees of the disclosure and proposed actions as appropriate

5 PROCEDURE

How to Raise a Concern

Concerns may be raised verbally or preferably in writing to your line manager, a trusted senior manager or via the confidential email. When raising concerns, you will be required to provide information relating to;

- the background and history of the concern, giving relevant dates;
- the reason why you are particularly concerned about the situation;
- the extent to which you have personally witnessed or experienced the problem, providing documentary evidence where possible.
- You may choose to use the disclosure form (Appendix A) as a guide.

As a first step, employees should normally raise concerns with their immediate line manager, or they may prefer to make the disclosure independently of line management to a trusted senior manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of malpractice. If you feel the departmental route is inappropriate you can raise your concerns corporately via the confidential email which is monitored by the Corporate Senior HR to confidentialconcerns@educationdevelopmenttrust.com.

Concerns about behaviours towards children or adults at risk should be directed to your local **Designated Safeguarding Lead**, unless the concern involves them when it should be directed to Anna Searle – Education Services Group Director who is a member of the Corporate Safeguarding Committee at asearle@educationdevelopmenttrust.com

How will the Company respond?

Where appropriate, the matters raised may:

- be investigated by management, or through the disciplinary process;
- be referred to the police by either The Company or the complainant;
- be referred to an external agency
- form the subject of an independent enquiry

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

Where practicable, within 5 working days of a concern being raised, you will receive an acknowledgement that your concern has been received. The amount of contact between you and the people considering the issues will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of information provided. If necessary, the Company will seek further information from you.

Where any meeting is arranged, this may take place off-site at a mutually agreed location if you wish. You are entitled to be accompanied by a work colleague or trade union representative at the meeting. The Company accepts that you need to be assured that the matter has been properly addressed. Thus, subject to any legal constraints, we will inform you of the outcome of any investigation.

How the Matter Can Be Taken Further

Raising your concern externally

The main purpose of this policy is to give you the opportunity and protection you need to raise your concerns internally. It is anticipated that all cases can be dealt with via this internal whistleblowing policy. However, the law recognises that in some circumstances it may be appropriate for employees to report their concerns to an external body such as a regulator. In the UK the independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

If you do decide to take the matter outside the Company, you should ensure that you do not disclose confidential information which is not relevant to the serious concerns that you are raising.

6 RELATED DOCUMENTS

Policies

- Corporate safeguarding – this will provide clarity on which policy process should be used and how the matter should be raised
- Disciplinary procedures - this will be referred to if the complainant becomes a witness in the disciplinary process or is a recipient of disciplinary sanctions if a malicious allegation is made
- Code of Conduct - this provides an overview of all the other policies, linkages and areas for consideration which might form part of a whistleblowing activity
- Health and Safety – this will involve information and process for areas of high HSE failure including corporate manslaughter
- Standards of Business Conduct and Conflict of Interests
- Use of Social Media Policy – clarity on what sites are deemed unacceptable and the appropriateness of divulging company / personal information
- IT acceptable usage policy – this provides information on the acceptable and non-acceptable use of IT equipment, access and dissemination of Company information.
- Data protection - provides clarity on process and procedures for dealing with data subject requests and how these should be responded to

Procedures / guidance / forms

Appendix A

Whistleblowing - Making a public interest disclosure

This form is intended for use by all employees working for Education Development Trust as outlined in the Scope section.

This form should be used to report or as a guide for reporting any wrongdoing within the organisation (for example, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the organisation's whistleblowing policy or grievance procedure, please re-read the whistleblowing policy, which provides examples of the issues that should be reported using this form. If, having read the whistleblowing policy, you remain unsure about which procedure to use, please consult Hilary Isham, Head of Global HR for further advice.

Once you have submitted this form, the whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone (for example, your line manager) you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, Education Development Trust will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and be sent as an email attachment with "confidential" in the subject line via confidentialconcerns@educationdevelopmenttrust.com.

Whistleblowing - Formal public interest disclosure	
Name of employee:	
Job title:	
Department:	
Date of disclosure	
Does your public interest disclosure relate to your line manager? Yes/No	

SUMMARY OF DISCLOSURE: Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.
INDIVIDUALS INVOLVED Please provide the names and contact details of any people involved in your concerns, including witnesses.
OUTCOME REQUESTED Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.
Declaration: I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the organisation taking disciplinary action against me.

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Form completed by:		
Name (Employee)	Signature	Date:
Company Name		
Date form received		
Recipient	Name and Job Title	Date
Disclosure Escalated to		
Case Status		