



Whistleblowing Policy

Raising concerns about wrongdoing or unsafe practice

Version 1.0 · 03/07/2026

1. Purpose

Swale Tutoring Service is committed to the highest standards of safety, integrity and accountability. This policy enables anyone working for or with Swale to raise concerns about wrongdoing or unsafe practice, in confidence and without fear of reprisal.

2. What to raise

Concerns may relate to: risks to a child's safety or safeguarding; criminal activity; failure to comply with a legal or professional obligation; danger to health and safety; financial malpractice or fraud; or the deliberate concealment of any of these. A whistleblowing concern is about a risk, malpractice or wrongdoing that affects others — it is distinct from a personal grievance.

3. How to raise a concern

- Normally, raise the concern with the Director/DSL, Shelley Wilson (07938 225538 · shelley@swaletutoring.co.uk).
- If the concern is about the Director, or you feel it is not being addressed, you may escalate externally (see below).
- Concerns can be raised verbally or in writing and, where possible, should include the facts, dates and any evidence.

4. Protection and confidentiality

No one who raises a genuine concern in good faith will suffer any detriment, even if the concern turns out to be mistaken. Identity is kept confidential as far as possible. Malicious or knowingly false allegations may be treated as a disciplinary matter.

5. External routes

- Safeguarding: KCC Front Door (Integrated Children's Services): 03000 41 11 11 (office hours) · 03000 41 91 91 (out of hours) · frontdoor@kent.gov.uk
- Allegations against staff: KCC LADO (allegations against staff): 03000 410 888 · kentchildrenslado@kent.gov.uk
- The NSPCC whistleblowing helpline: 0800 028 0285
- Ofsted (prescribed body for concerns about children's education and care): 0300 123 3155 · whistleblowing@ofsted.gov.uk
- Other prescribed bodies as appropriate — for example the ICO for data-protection matters (ico.org.uk · 0303 123 1113).

6. Records and review

Concerns and outcomes are recorded confidentially. This policy is reviewed annually.

Approved by Shelley Wilson, Director & Designated Safeguarding Lead.

