



Move the Mind Learning AP Ltd
Lyndhurst
Lipyeate
Holcombe
BA35EN

Registered company-16511536

Whistleblowing Policy

Move the Mind Learning AP Ltd

1. Policy Statement

Move the Mind Learning AP Ltd is committed to maintaining the highest standards of integrity, transparency, and accountability in all areas of our work. We encourage a culture where staff, volunteers, and partners feel confident to raise genuine concerns about wrongdoing, unsafe practices, or misconduct without fear of victimisation or reprisal.

This policy sets out how concerns can be raised, how they will be handled, and the protections available to those who report them.

2. Purpose of This Policy

The purpose of this policy is to:

- Provide a clear process for reporting concerns (“whistleblowing”).
- Ensure all concerns are taken seriously and investigated appropriately.
- Protect individuals who raise concerns in good faith.
- Promote a safe environment for children, staff, and volunteers.
- Support legal compliance with:
 - *The Public Interest Disclosure Act 1998 (PIDA)*
 - *Working Together to Safeguard Children (2023)*
 - *Keeping Children Safe in Education (KCSIE) 2026*
 - *Health and Safety at Work Act 1974*

3. Scope

This policy applies to:

- All employees (full-time, part-time, and temporary)
- Volunteers, contractors, and trainees
- Freelance practitioners and visiting educators

It covers concerns arising in any Forest School, outdoor learning, or educational setting delivered by Move the Mind Learning AP Ltd.

4. What Is Whistleblowing?

Whistleblowing is when an individual raises a concern about suspected wrongdoing, risk, or danger that affects others or the wider public interest — not just personal grievances.

Examples of whistleblowing concerns include:

- **Safeguarding failures** or risk of harm to children or vulnerable people
- **Health and safety risks**, including unsafe outdoor practices or negligence
- **Environmental damage** (e.g., irresponsible site use, waste, or wildlife harm)
- **Criminal offences** such as fraud, theft, or corruption
- **Failure to comply with legal obligations**
- **Concealment or cover-up** of any of the above

5. Safeguarding Concerns

All safeguarding concerns about a child's welfare must be reported **immediately** to the **Designated Safeguarding Lead (DSL)** or their deputy.

- **DSL: Nicole Gillard - 07483221030**
- **DSL: Cordelia Scott - 07753610386**

If the concern relates to the DSL, contact the **Local Authority Designated Officer (LADO)** directly.

6. Raising a Whistleblowing Concern

Concerns should be raised **as soon as possible**, even if you are unsure or lack evidence. You can raise concerns:

1. Internally to:

- Your line manager or supervisor – Cordelia Scott

- The Designated Safeguarding Lead (DSL) Nicole Gillard/ Cordelia Scott
- The Director – Nicole Gillard

2. **Externally** if internal reporting is not appropriate:

- **Local Authority Designated Officer (LADO)** — for safeguarding concerns
- **Health and Safety Executive (HSE)** — for health and safety matters
- **NSPCC Whistleblowing Advice Line:** 0800 028 0285 or help@nspcc.org.uk

How to Raise a Concern

You may raise your concern:

- Verbally (in person or by phone)
- In writing (email or letter)
- Anonymously (though this may limit feedback or follow-up)

Include:

- What you are concerned about
- When and where it happened
- Who was involved or witnessed the event
- Any supporting information (if available)

7. How the Concern Will Be Handled

1. **Acknowledgement:** The concern will be acknowledged within **5 working days**.
2. **Initial Review:** The DSL or designated manager will assess the concern to determine appropriate next steps.
3. **Investigation:** An impartial investigation will be conducted, maintaining confidentiality where possible.
4. **Outcome:** You will be informed (where appropriate) of the outcome or next actions once the investigation is complete.

All concerns will be taken seriously and handled sensitively and fairly.

8. Confidentiality and Protection

- All disclosures will be treated in **strict confidence**, unless disclosure is required by law.
- **Move the Mind Learning AP Ltd** will **protect whistleblowers from victimisation, dismissal, or disadvantage** arising from raising a concern in good faith.
- Any form of retaliation against a whistleblower will be treated as a **disciplinary offence**.

9. False or Malicious Allegations

While genuine mistakes are accepted, **malicious or deliberately false** reports may result in disciplinary action.

10. Support for Whistleblowers

We recognise that raising a concern can be stressful. Support may include:

- Access to an independent mentor, HR representative, or DSL
- Access to wellbeing or counselling resources
- Adjustments to work duties or environment if necessary

11. Monitoring and Review

The policy will be reviewed **annually** or earlier if legislation or best practice changes. Lessons learned from whistleblowing cases will be used to strengthen safeguarding and organisational practice.

Policy Approval

Approved by: N Gillard

Position: Director

Date: September 2026

Review Date: September 2027