



Whistleblowing Policy

Lynwood School of Veterinary Nursing

| | |
|--------------|------------|
| Last updated | 20.06.2019 |
|--------------|------------|

Definitions

| | |
|----------------------------|---|
| LSVN | means Lynwood School of Veterinary Nursing. |
| Responsible Persons | means Heads of School |

Purpose and scope

Lynwood School of Veterinary Nursing is a partly, publicly funded organisation and is committed to the Ten Principles of Public Life – selflessness, honesty and integrity, objectivity, accountability, openness, personal judgement, respect for others, duty to uphold the law, stewardship and leadership. Such a culture should help all employees, at all levels, regardless of age, disability, race, ethnic or national origins, religious or political beliefs and affirmations, gender, sexual orientation, marital status and family responsibilities to feel free to report genuine concerns about malpractice without fear of reprisals.

We are committed to creating and maintaining a culture of openness within our organisation so that individuals feel encouraged and confident to raise any concerns relating to suspected misconduct at an early stage.

We also recognise the negative effect which malpractice can have on the organisation, and therefore encourage you to raise genuine concerns, or any suspicions you may have concerning misconduct.

This Policy is intended to cover concerns that are made in the public interest. If the matter is of an individual or personal nature it should be pursued through the [Grievance Procedure](#). Complaints relating to discrimination, victimisation or harassment should be dealt with through the [Grievance Procedure or Harassment Policy](#). The school is also committed to ensuring compliance with the bribery act.

This Policy applies to all staff and student members.



Protection

We appreciate that those reporting concerns may be apprehensive. We want to reassure you that you will suffer no detrimental treatment as a result of voicing your concerns.

We will not tolerate victimisation, harassment, bullying or any other detrimental treatment of any worker who has made a disclosure under this Policy. Complaints about such behaviour will be dealt with under the **Disciplinary Procedure**.

Should you feel you have been subjected to any detriment as a result of raising a concern under this Policy you should notify the heads of school.

Staff members should not use this policy and procedure for complaints relating to their own personal circumstances, such as the way they have been treated at work. In those cases, the grievance procedure should be used.

Disclosures under this Policy

You can make a disclosure under this Policy if you have genuine concerns relating to any of the following areas of malpractice, or suspected malpractice:

- Criminal activity;
- Miscarriages of justice;
- Practices endangering health and safety;
- Practices damaging the environment;
- Failure to comply with a legal obligation;
- Bribery;
- Financial malpractice, impropriety, irregularity or fraud;
- Corruption
- Dishonesty
- Serious failure to comply with any codes of practice or ethical rules covering the business
- Attempts to conceal any of the above.

This list is not intended to be exhaustive.

The malpractice can be past, present or prospective. It may have occurred inside or outside the United Kingdom.

You are encouraged to report suspected wrongdoing as soon as possible. No action will be taken against you if you raise genuine concerns even if the concern you raised is not confirmed by any subsequent investigation.



Confidentiality and anonymity

Any disclosure you make under this Policy will be treated as far as reasonably practicable in a confidential and sensitive manner. If confidentiality is not reasonably practicable, for instance, because of the nature of the information, this will be explained to you.

We hope you will feel comfortable to voice any concerns openly, however, you may make a disclosure anonymously. However, concerns expressed anonymously cannot be dealt with as effectively as open disclosures as they are often more difficult to investigate.

The school will keep a record of all concerns raised under this policy and procedure, including instances where the heads of school feel that there is no case to answer and that no action should be taken, and will report to Vetpartners as and when appropriate.

How to make a disclosure

In the first instance you should bring the matter to the attention of the heads of school.

If your disclosure concerns a very serious allegation the Board will be notified.

The heads of school, Lisa Bugh and Val Belbin can be contacted at
Lynwood School of Veterinary Nursing,
B1 - B3, Hampton Business Park
Hampton Farm,
Higher Bockhampton
Dorchester
DT2 8QH
Tel: 01305 264140.

Investigation

Once a concern has been raised, we will investigate this. If you have not made the complaint anonymously, you will be asked to attend a meeting as part of this investigation.

We will keep you informed as to the progress of the investigation, as far as is possible and appropriate bearing in mind, in particular, any confidentiality obligations that apply. Please note that you will not be given details of any disciplinary action taken unless we consider this appropriate.

Dissatisfaction with the outcome of the process

If you are dissatisfied with the outcome of the investigation, you should raise this with the heads of school giving the reasons for your dissatisfaction. They will respond in writing notifying you of their acceptance or rejection of the need for further investigation and the reasons for this.



Training

All of our workers will receive an appropriate briefing to ensure that they are fully aware of their rights and responsibilities under this Policy. This Policy will be made available to all employees and students via the handbook.

All managers will be fully briefed as to their role in supporting this Policy and the appropriate action to take in the event of any disclosure being made to them.

Breach of this Policy

We may invoke the Disciplinary Procedure if you are found to have subjected a whistle-blower to any form of detrimental treatment. It may also be invoked if you have intentionally misled us in respect of any matter, breached this Policy in any other way and/or if we believe that you have made a false allegation maliciously.

Further Assistance

A staff member making a disclosure may want to confidentially request counselling or other support. Such a request should be made to the heads of school who will look to the matter favourably and in confidence.

Child Protection and the Safe Learner

The Skills Funding Agency has responsibility for funding the education and welfare of students and complaints can be directed to them at:

Customer Service Team
Education and Skills Funding Agency
Cheylesmore House
Quinton Road
Coventry
CV1 2WT