



Whistleblowing Policy

1. Purpose

To encourage staff, delegates, and contractors to report concerns about malpractice, illegal acts, or risks to health and safety. This policy protects whistleblowers and ensures issues are resolved fairly.

2. What to Report

Report any of the following:

- **Malpractice/Maladministration** (e.g., fake certificates, exam leaks).
- **Illegal Acts** (e.g., fraud, safety violations).
- **Dangerous Situations** (e.g., unsafe training environments).
- **Cover-ups** (e.g., hiding mistakes or breaches).

3. How to Report

- **Step 1:** Contact the center administrator.
 - **Email:** enquiries@safergreens.co.uk (anonymous option available).
 - **Phone:** 07557 445389.
- **Step 2:** Provide details:

- What happened?
- Who was involved?
- When/where did it happen?
- **Step 3:** For urgent risks (e.g., safety hazards), call **999** or notify CITB directly:
 - **CITB Email:** report.it@citb.co.uk.

4. Protections for Whistleblowers

- **No Retaliation:** Safer Greens will not tolerate harassment or victimization.
- **Confidentiality:** Your identity will stay private unless you agree to share it.
- **Legal Rights:** Protected under the *Public Interest Disclosure Act 1998*.

5. Investigation Process

1. **Initial Review:** The centre administrator will assess your concern within **2 working days**.
2. **Evidence Gathering:** Interviews, documents, and records will be checked.
3. **Outcome:**
 - If proven: Corrective actions (e.g., staff retraining, CITB notification).
 - If unproven: Case closed with no further action.
4. **Feedback:** You'll receive updates within **10 working days**.

6. Escalation to CITB

If Safer Greens cannot resolve the issue:

- Report directly to CITB:
 - **Email:** report.it@citb.co.uk
 - **Post:** CITB Quality Assurance Team, Sand Martin House, Peterborough, PE2 8TY.

7. False Reports

- Deliberately false or malicious reports will result in disciplinary action.

8. Review

This policy is reviewed **annually** to ensure compliance with CITB requirements and UK law.

Contact:

Safer Greens Limited | Unit D, Chadwell Heath Industrial Park, Dagenham, RM8 1SL

Email: enquiries@safergreens.co.uk | **Phone:** 07557 445389

Signed:



Approved By: Oludotun Ashaye, Centre Administrator

Date: 06/04/2025