



GLOBAL ACADEMY
MAKEUP • HAIR • PRODUCTIONS

WHISTLEBLOWING POLICY

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1. A Statement of Intent

This policy should be used as a guide for Global staff, learners, employer's, and placement provider's, also anyone who is invited into Global to deliver any training sessions to Global learners Global makes a moral commitment to provide learning in a safe secure and diverse environment with equality of opportunity for all. By adopting and implementing a whistle blowing policy Global will ensure all staff and partners can report any concerns in an open and transparent manner Global is fully committed to the highest possible standards of openness, probity, and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice those concerns. This policy is reviewed annually to make transparent the core principles by which Global intends to conduct business, the standard of learning we intend to deliver and to publicly communicate the levels of responsibility of Global, the training provider and the employers where learners are employed or placed. The contents of this policy are the ultimate responsibility of Victoria Farrelly CEO.

2. What is whistle blowing?

Whistle blowing encourages and enables employees to raise serious concerns within Global rather than overlooking a problem or 'blowing the whistle' outside. Employees are often the first to realise that there is something seriously wrong within the company. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to Global.

3. Who does the Policy apply to?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers, or work experience), all learners and employers who work with Global. It also covers all learning mentors and support staff.

4. The Aims of the Policy

- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation, if you have a reasonable belief that you have made a disclosure in good faith.

5. What Types of Concern are covered?

- Sexual or physical abuse of clients
- Conduct which is an offence or a breach of law e.g. possession of drugs
- Discrimination
- Health and safety risks, including risks to the public as well as other employees – under the influence of alcohol or drugs in the workplace
- Possible fraud corruption and bribery
- Modern Slavery
- Other unethical conduct
- Damage to the environment

Not to be confused with Global's Grievance Procedure - this relates to complaints about your own employment or training.

6. How to report a concern:

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach Victoria Farrelly – CEO directly. If you believe Victoria Farrelly is involved or a member of staff employed at Global who is related to her you should contact Ella Shields Quality and Compliance Lead who will take the appropriate action depending on the seriousness of the concern.

7. Safeguards and Victimisation

Global recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service. Global will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

8. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that:

Staff must disclose the information in good faith.

Staff must believe it to be substantially true.

Staff must not act maliciously or make false allegations.

Staff must not seek any personal gain.

Useful external support:

- The Whistleblowing Helpline on 08000 724725 or email to enquiries@wbhelpline.org.uk, **or**
- [Public Concern at Work on 020 7404 6609, http://www.pcaw.org.uk/individual-advice/information-and-advice-services](http://www.pcaw.org.uk/individual-advice/information-and-advice-services) **or**

[The NSPCC Whistleblowing Advice Line on 0800 028 0285 help@nspcc.org.uk](http://www.nspcc.org.uk)

Summary managing allegations against staff and volunteers' procedures - the procedure implemented is the same process as in line with the Safeguarding Policy.

Reviewed by	Compliance & Quality Assurance Administrator
Reviewed	Annually, before start of a new academic year
Last Review	07/07/2025
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Reviewed: Signed: B Levy..... **Date:** 07/07/25

Benjamin Levy

Compliance & Quality Assurance Administrator