



Version:	1.0
Relevant to:	All Staff & Stakeholders
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Signed -

Whistleblowing Policy

Building SEND Castles Ltd

1. Policy Statement

Building SEND Castles Ltd is committed to the highest possible standards of openness, integrity, and accountability. We encourage staff and others working with us to raise concerns about wrongdoing, malpractice, or safeguarding failures without fear of reprisal.

This policy forms a core part of our safeguarding governance framework and aligns with:

- Public Interest Disclosure Act 1998
- *Working Together to Safeguard Children* (2023)
- *Keeping Children Safe in Education* (KCSiE 2025)
- Suffolk County Council safeguarding procedures

2. Purpose

The purpose of this policy is to ensure that concerns about wrongdoing in the workplace are reported and dealt with appropriately. This includes, but is not limited to:

- Safeguarding and child protection failures
- Low-level concerns or inappropriate staff conduct
- Health and safety risks
- Financial malpractice or fraud
- Breaches of legal or professional obligations
- Improper conduct or unethical behaviour

3. Scope

This policy applies to:

- All staff (permanent, temporary, and agency)
- Trustees and volunteers
- Contractors working on behalf of Building SEND Castles Ltd

4. Raising a Concern

Concerns can be raised verbally or in writing. They may be reported to:

- The **Designated Safeguarding Lead (DSL)**
- The **CEO** (Kim Webster-Marsh)
- The **Local Authority Designated Officer (LADO)** if the concern involves the DSL or CEO

If staff feel unable to raise concerns internally, they may contact external bodies directly:

- **NSPCC Whistleblowing Helpline:** 0800 028 0285 / help@nspcc.org.uk
- **Ofsted:** 0300 123 4666
- **Police:** 999 (emergency) or 101 (non-emergency)

5. Confidentiality & Protection

- Staff raising genuine concerns will not suffer detriment, victimisation, or dismissal.
- All concerns will be treated in confidence, and anonymity will be respected where requested.
- Malicious or knowingly false allegations may result in disciplinary action.

6. Investigation Procedures

- Concerns will be acknowledged within **5 working days**.
- An initial assessment will determine whether a full investigation is required.
- Investigations will be conducted promptly and outcomes shared where appropriate.
- If wrongdoing is found, proportionate action will be taken.

7. Low-Level Concerns

In line with KCSiE 2025, staff must report any low-level concerns about colleagues that may not meet the threshold of harm but could indicate behaviour inconsistent with professional standards. Examples include:

- Being overfamiliar with children
- Breaching professional boundaries
- Inappropriate use of technology or social media

All low-level concerns will be recorded, reviewed, and managed in line with our *Allegations Against Staff and Low-Level Concerns Policy*.

8. Training & Accessibility

- All staff receive training on whistleblowing as part of induction and annual safeguarding refreshers.
- The policy is available on the staff drive and in hard copy upon request.
- Leaders promote a “**speak up**” culture where safeguarding concerns are welcomed and acted upon.

9. Monitoring & Review

This policy will be reviewed annually, or sooner if required by statutory updates, Suffolk County Council guidance, or organisational change.

10. Key Contacts

Internal Contacts

- **DSL/CEO:** Kim Webster-Marsh – buildingsendcastles@gmail.com / 07879 793763
- **DSL:** Jane Sparrow - officebuildingsendcastles@gmail.com

External Contacts

- **Suffolk LADO:** lado@suffolk.gov.uk / 0300 123 2044
- **Suffolk Safeguarding Partnership:** www.suffolksp.org.uk / 03456 061 499
- **NSPCC Whistleblowing Helpline:** 0800 028 0285 / help@nspcc.org.uk
- **Ofsted Safeguarding Concerns:** 0300 123 4666
- **Police:** 999 (emergency) / 101 (non-emergency)