SEND Tuition with Hannah's Hub: Whistleblowing Policy

Last reviewed: June 2026
Next Review Date: June 2027

1. Policy Overview

SEND Tuition with Hannah's Hub is committed to the highest standards of integrity, safety, and ethical conduct. We encourage all individuals associated with our agency, including registered tutors and clients, to speak up if they encounter serious wrongdoing.
This policy provides a clear framework for reporting genuine concerns without fear of retaliation or negative consequences.

2. Who Does This Policy Apply To?

This policy applies to all self-employed tutors registered with SEND Tuition with Hannah's Hub.

3. What is Whistleblowing?

Whistleblowing is the disclosure of information that relates to suspected wrongdoing or dangers at work. This must be a matter of public interest, rather than a personal complaint. You should use this policy to report serious matters, including but not limited to:

- Safeguarding or child protection failures.
- Criminal offences (e.g., fraud, bribery, or financial dishonesty).
- Failure to comply with legal or regulatory obligations.
- Dangers to health and safety.
- Deliberate attempts to cover up any of the above.

Note: Personal grievances (such as disputes over tutor fees or individual platform feedback) are not covered by this policy and should be raised through our standard Grievance Procedure.

4. How to Raise a Concern

If you have a genuine concern, you should report it as soon as possible. You do not need absolute proof, but you must reasonably believe the information is true.

- Step 1: Raise the issue via email to the business owner at sendtutoryorkshire@gmail.com
- Step 2: Include as much detail as possible, including dates, names, and any supporting evidence.
- Step 3: The business owner will acknowledge your report within 3 working days and outline the next steps for investigation.

5. Confidentiality and Protection

We understand that freelancers and workers may worry about the profile of their business relationship with us after making a report.

- Confidentiality: We will make every effort to keep your identity secret if you request it.
- No Retaliation: Anyone who raises a genuine concern in good faith will not suffer any detriment, discrimination, or loss of platform access as a result of speaking up.

6. Outcomes and Actions Taken

We are committed to taking every genuine concern seriously and handling it with fairness, confidentiality, and respect.

- Step 1: The Investigation: Depending on the nature of the concern, the business owner will determine the scope of the investigation. This may involve reviewing records, interviewing relevant personnel, or appointing an impartial third party. We will carry out investigations as swiftly as possible, aiming to conclude within 10 working days, while ensuring a thorough and fair process.
- Step 2: Communication and Feedback: The business owner will keep you informed of the investigation's progress whenever possible. Upon conclusion of the investigation, you will receive a formal update—usually in writing—explaining the findings, the action we have taken, or why no further action is required.
- Step 3: Taking Action: If wrongdoing is identified, the business owner will implement clear actions to rectify the issue. This may include internal disciplinary procedures, retraining, policy updates, or reporting matters to external regulatory/law enforcement bodies.
- Step 4: If You Are Dissatisfied: If you feel your concern has not been dealt with appropriately, you have the right to escalate the matter. You can approach an independent external body, such as the whistleblowing charity Protect, for confidential, impartial advice.

7. External Disclosures

The objective of this policy is to provide an internal mechanism to fix wrongs. However, if you feel the matter cannot be dealt with internally, you can contact an external prescribed body, such as:

- The Department for Education (DfE) (for general education concerns).
- Ofqual (for exam or qualification malpractice).
- The Police (for immediate criminal or safeguarding dangers).