

# MY OASIS

Therapeutic Alternative Provision

## Whistleblowing Policy 2026/2027

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## Introduction

My Oasis is 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, including students, volunteers and visitors who have serious concerns about any aspect of My Oasis' work, to come forward and voice those concerns. It is recognised that most cases will proceed on a confidential basis.

Under this Whistleblowing Policy and Procedure, you can raise such concerns without fear of victimisation, subsequent discrimination or disadvantage. Any employee who raises a concern is protected by the Public Interest Disclosure Act 1998 (PIDA), part of which was updated by the Enterprise and Regulatory Reform Act 2013. The Policy is intended to encourage and enable employees to raise any serious concerns within My Oasis to the Local Authority (LA) or Ofsted rather than overlooking a problem.

Employees are often the first to realise that there may be something seriously wrong within the school or with subcontractors. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues, My Oasis or other partnering organisations. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The policy applies to all employees and applies equally to those designated as casual, temporary or agency workers as well as volunteers, those on work experience and governors. It also applies to contractors

working for the school, e.g. agency staff, builders, drivers, and covers suppliers and those providing services under a contract with My Oasis in their own premises.

Members of the public should raise concerns relating to any aspect of My Oasis business under the My Oasis Compliments and Complaints Policy or by reporting the school to an external organisation if necessary.

This policy is in addition to the school's Compliments and Complaints Policy and other statutory reporting procedures, including safeguarding procedures. Employees should be made aware of the existence of these procedures during the induction process.

## Aims and Scope of this Policy

This policy aims to:

- Encourage you to feel confident in raising serious concerns and to question and act upon any concerns about practice.
- Provide avenues for you to raise those concerns and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure which is in the public interest.

There are existing procedures in place to enable you to lodge a grievance or complaint relating to your own employment. The Whistleblowing Policy is intended to cover major concerns that fall outside the scope of other procedures.

These include:

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Racial, sexual, disability or other discrimination where other policies, such as the Inclusion, Diversity and Equality policy, do not apply.
- Health and safety risks, including risks to the public/students, as well as other employees.
- Damage to the environment.
- The unauthorised use of funds.
- Possible fraud, bribery and corruption, including but not limited to theft of property, financial irregularities, misuse of property and school systems, nepotism, conflicts of interest, or supplier kickbacks.

- Sexual or physical abuse of a student. Disclosures of this nature must always be made and dealt with under the My Oasis' Safeguarding and Child Protection Policy and Procedures.
- Other unethical conduct.
- Actions which are unprofessional or inappropriate, or that conflict with a general understanding of what is right and wrong.

Thus, any serious concerns that you have about any aspect of the school or the conduct of My Oasis staff, governors or external organisations acting on behalf of the school can be reported under the Whistleblowing Policy.

This may be about something that:

- Makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the governors and My Oasis subscribe to.
- Is against My Oasis's policies or procedures.
- Falls below established standards of practice or amounts to improper conduct.

## Key Principles

This policy does not replace My Oasis's or other organisations' complaints procedures.

My Oasis is committed to good practice and high standards and wants to be supportive of all its employees.

My Oasis 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 the school and to those for whom you are providing a service.

The Governing Body at My Oasis will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern which is in the public interest. Any member of staff who harasses or victimises a whistleblower may not only be personally liable but will also be subject to disciplinary action.

All disclosures will be taken seriously and handled in line with the Public Interest Disclosure Act 1998 (as amended). As a member of staff, you have statutory protection under this legislation against victimisation or dismissal if you make a genuine, protected disclosure. Protected disclosures are those made in the public interest about concerns such as criminal offences, breaches of legal obligations, health and safety risks, environmental harm, or attempts to conceal such matters.

"Malpractice" includes any kind of improper practice or conduct which falls short of what is reasonably expected, whether it relates to a positive act or omission and includes any form of harassment. My Oasis will not tolerate harassment or victimisation.

It is essential for all concerned that disclosures of wrongdoing or irregularity are dealt with properly, quickly and discreetly. This is in the interests of the school, its employees, students, any persons who are the subject of such allegations, as well as the person making the disclosure.

Investigations into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy proceedings that are already taking place.

## Confidentiality

All concerns will be treated in confidence, and every effort will be made not to reveal your identity if you so wish. It must be appreciated that the investigation process may reveal the source of the information, and you may need to come forward as a witness and provide a statement as part of the evidence.

It may be possible to establish the truth about allegations from another independent source, and My Oasis will seek to do this where possible.

My Oasis expects all organisations that deal with us and that have serious concerns about any aspect of the school's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

## Anonymous Allegations

This policy encourages you to put your name to your allegation whenever possible, although this is not mandatory.

Where an individual chooses to report their concerns anonymously, such anonymity will be respected. However, our ability to investigate anonymous complaints can be hampered by not being able to further explore issues or obtain evidence during the investigative process. Furthermore, if we do not know who has provided the information, it is not possible to either reassure or protect you.

Concerns expressed anonymously may be less powerful and will only be considered at the discretion of the school. In exercising such discretion, the following factors may need to be taken into account:

- The seriousness of the issues raised.
- The credibility of the concern.
- The likelihood of confirming the allegation from attributable sources.

If the allegation suggests criminal activity and the case warrants police assistance, the identity of the person reporting the details may be important at a later date if criminal proceedings are to be pursued effectively. Identification is therefore preferred and will assist the investigation.

## Untrue Allegations

If you make an allegation that you believe is in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against you if you are a My Oasis employee or Governor.

If you are a contractor or partner, such allegations may put you in breach of your contractual responsibilities under the school.

Malicious or vexatious allegations include those that are trivial and do not have substance and are made persistently to cause trouble.

## How to Raise a Concern Internally

In raising a concern, you should provide the following information:

- The background and history of the concern (giving relevant dates).
- The reason why you are particularly concerned about the situation.
- The name(s) of any colleagues/employees who you consider to be directly involved.
- The name(s) of any colleagues/employees who you believe may be able to help provide further information.

Concerns should normally be raised with a member of the SLT or with the chair of governors if the concern is about the Headteacher. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that the chair of governors of the school is involved, you may wish to approach Ofsted or the relevant LA.

Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

The earlier you express the concern, the easier it is for action to be taken.

You may wish to consider discussing your concern with a colleague first, and you may find it easier to raise the matter as a collective concern if there are two (or more) of you who have had the same experience or concerns.

You can raise a concern to a member of the SLT through telephone, email or our My Oasis Whistleblowing Form, which can be found below.

## Internal Whistleblowing Contact Details

Staff Name	Telephone	Email
Charlotte Lowe	07734 650859	info@charlottelowepsychologicalservices.co.uk / charlotterlowe@yahoo.co.uk
Julia Zielonacka	01257 367095 (request to speak with Julia)	julia@charlottelowepsychologicalservices.co.uk / julia@my-oasis.uk

## Anonymous Form

If you wish to stay anonymous, you may wish to complete the Anonymous whistleblowing form below.

<https://forms.office.com/r/DCdBMLnYTk>

## How the SLT/Governing Body will Respond

# Whistleblowing Form



The SLT/ Chair of Governors will review your concern to determine if any action is necessary. They may request additional information from you. If you wish to remain anonymous, notify them immediately. You will not participate in deciding how your concern is addressed. However, the responsible officer will

respond and keep you updated on the actions taken, but may withhold detailed information to maintain confidentiality for others.

Where appropriate, the matters raised may:

- Be investigated by My Oasis's internal audit or through the disciplinary procedure.
- Be referred to the police.
- Be referred to an external auditor.
- Form the subject of an independent inquiry.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Such testing out of your concerns is not the same as either accepting or rejecting them. The overriding principle which My Oasis management will have in mind is the public interest.

Concerns or allegations which fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

Within ten working days of a concern being raised, the responsible person will write to you to:

- Acknowledge that the concern has been received.
- Indicate how it is proposed to deal with the matter.
- Provide an estimate of how long it will take to provide a final response
- Inform you whether any initial enquiries have been made.
- Supply you with information on staff support mechanisms (where appropriate).
- Inform you whether further investigations will take place and if not, why not.

The amount of contact between those considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, further information will be sought from you.

Where any meeting is arranged under this policy, you can be accompanied by a trade union or professional association representative or work colleague.

The Governing Body will take steps to minimise any difficulties which you may experience as a result of raising a concern. For example, if you are required to give evidence in criminal or disciplinary proceedings, arrangements will be made for you to receive appropriate advice about the procedure.

It is accepted that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will be informed of the outcome of any investigation.

If you're not satisfied with how your employer dealt with your concern, tell someone else (for example, a more senior member of staff), the LA or Ofsted if you believe your concern was not taken seriously or the wrongdoing is still going on.

If you're treated unfairly after whistleblowing, you can take a case to an employment tribunal if you've been treated unfairly because you've blown the whistle.

You can get further information from the Advisory, Conciliation and Arbitration Service (Acas), Citizens' Advice, the whistleblowing charity Protect or your trade union.

You must raise any claim of unfair dismissal within 3 months of your employment ending. You must notify Acas if you want to take your case to an employment tribunal.

If you reported your concern anonymously, you may find it harder to argue that your unfair treatment was a result of your whistleblowing.

**If you report your concern to the media, in most cases, you'll lose your whistleblower rights.**

## The Responsible Officer

The Headteacher and chair of governors are overall responsible for the maintenance and operation of this policy in respect of concerns raised formally within My Oasis and should maintain a record of concerns raised and the outcome to report as necessary to the Governing Body.

## How to Raise a Concern to Ofsted

Although internal whistleblowing is often preferred, it is also possible for an individual to inform Ofsted or the LA of any concerns they have regarding activity within their school if they feel their organisation is likely to ignore the issue or fail to take action. Ofsted and the LA can act on any relevant information provided to them and are able to advise on what actions they may take, providing the issue relates to a child who may be at risk of harm, a failure in safeguarding practice, concerns that students aren't receiving the right quality of care, or that regulatory requirements aren't being met.

When whistleblowing to Ofsted, you will be asked the following questions:

Do you believe that a child is at immediate risk of harm?

Does the matter fall within the services that Ofsted inspects and regulates?

Have you raised the issue with your employer or any other organisation?

Can you provide further information?

If you believe your employer has failed to act appropriately, what do you think should be done?

Following this, a concern will be reviewed by Ofsted, who may choose to refer the issue to a child protection team, bring forward their next inspection, or undertake a compliance visit.

**You can whistleblow to Ofsted by:**

**Telephone:** Whistleblowing Hotline (0300 1233155)

**Email:** [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

**Post:** WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

## How the Matter Can Be Taken Further

This policy is intended to provide you with an avenue within the school to raise concerns. The Governing Body hopes you will be satisfied with any action taken.

If you are not, and if you feel it is right to take the matter outside the school, you may wish to contact your trade union/professional association or one of the following possible contact points:

<b>Police</b>	Call 101 if you think a child is at risk.  Call 999 if a child is in immediate danger.
<b>Council</b>	Lancashire: 03001236720 or 0300 123 6722 (out of hours) If you would rather fill out an online form or if you cannot get through to someone when you ring the number, please follow the link below: <a href="https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/">https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/</a>  Wigan: 01942 828300 / 01942 828777 Professionals can report concerns using the professional referral for children form: <a href="https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/ProfessionalReferralForm.aspx">https://www.wigan.gov.uk/Resident/Health-Social-Care/Children-and-young-people/ProfessionalReferralForm.aspx</a>
<b>LADO</b>	Lancashire LADO: Online Referral Form: <a href="http://www.21.apps.lancashire.gov.uk/w/webpage/498GBLSM1?context_record_id=243635&amp;webpage_token=f42e3437979fc2928172338d43b1edee5df596dc0d8e326da75f70c958bef683&amp;expiry=NDcZvJ1xEmRkpBf7GgThxBL6">www.21.apps.lancashire.gov.uk/w/webpage/498GBLSM1?context_record_id=243635&amp;webpage_token=f42e3437979fc2928172338d43b1edee5df596dc0d8e326da75f70c958bef683&amp;expiry=NDcZvJ1xEmRkpBf7GgThxBL6</a>

	<p>Call: 01772 536 694.  Email: LADO.Admin@lancashire.gov.uk</p> <p>Wigan LADO:  Online Referral Form:  <a href="https://childrensportal-ehm.wigan.gov.uk/web/portal/pages/home">https://childrensportal-ehm.wigan.gov.uk/web/portal/pages/home</a>  Call: 01942 486042  Email: <a href="mailto:lado@wigan.gov.uk">lado@wigan.gov.uk</a></p>
<b>NSPCC Whistle-blowing Helpline</b>	<p>Call: 0800 028 0285  Email: <a href="mailto:help@NSPCC.org.uk">help@NSPCC.org.uk</a>  Post: Weston House, 42 Curtain Road, London EC2A 3NH  Website: <a href="https://www.nspcc.org.uk">https://www.nspcc.org.uk</a></p>
<b>Public Concern at Work</b>	<p>Call: 020 7404 6609  Email: <a href="mailto:whistle@pcaw.org.uk">whistle@pcaw.org.uk</a>  Post: Public Concern at Work, CAN Mezzanine, 7-14 Great Dover Street  London, SE1 4YR  Website: <a href="http://www.pcaw.org.uk/">http://www.pcaw.org.uk/</a></p>
<b>Action Fraud</b>	<p>Call: 0300 123 2040  Website: <a href="https://www.actionfraud.police.uk/">https://www.actionfraud.police.uk/</a></p>
<b>HM Customs and Excise</b>	<p>Call: 0800 788 887  Post: HMRC Fraud Hotline, Cardiff, CF14 5ZN  Website: <a href="https://www.gov.uk/government/organisations/hm-revenuecustoms/contact/customs-excise-and-vat-fraud-reporting">https://www.gov.uk/government/organisations/hm-revenuecustoms/contact/customs-excise-and-vat-fraud-reporting</a></p>
<b>The Information Commissioner</b>	<p>Call: 0303 123 1113  Post: The Office of the Information Commissioner, Wycliffe House,  Water Lane, Wilmslow, Cheshire, SK9 5AF  Website: <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
<b>The Environment Agency</b>	<p>Call: 03708 506 506  Email: <a href="mailto:enquiries@environment-agency.gov.uk">enquiries@environment-agency.gov.uk</a>  Post: National Customer Contact Centre, PO Box 544, Rotherham, S60 1BY  Website:  <a href="https://www.gov.uk/government/organisations/environmentagency">https://www.gov.uk/government/organisations/environmentagency</a></p>
<b>Health and Safety Executive</b>	<p>Call: 0300 003 1747  Post: Health &amp; Safety Executive, Redgrave Court, Merton Road, Bootle,  Merseyside, L20 7HS  Website: <a href="http://www.hse.gov.uk/contact/index.htm">http://www.hse.gov.uk/contact/index.htm</a></p>
<b>ACAS</b>	<p>Call Helpline: 0300 123 1100  Relay Text: 18001 0300 123 1100.  <a href="https://www.acas.org.uk/request-advice-if-you-cannot-call">https://www.acas.org.uk/request-advice-if-you-cannot-call</a></p>

<b>Other</b>	<a href="https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies">https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies</a>
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If you do take the matter outside the school, you should ensure that you do not disclose confidential information that falls outside the scope of the complaint. You should check with the relevant contact point about that.