



Whistleblowing Policy

Kate's Training CIC

1. Purpose and Introduction

This policy and its procedures are designed to provide guidance to all trustees, staff and volunteers at Kate's Training CIC who may, from time to time, feel the need to raise concerns about the organisation with someone in confidence. Kate's Training CIC recognises the importance of this policy and will offer staff and volunteers support and assistance when using the procedure.

2. Definition of Whistleblowing

This procedure applies where an employee or volunteer genuinely and in good faith believes that one of the following has occurred, is occurring or is likely to occur within Kate's Training CIC:

- a criminal offence, including fraud;
- a failure to comply with a legal obligation;
- a miscarriage of justice;
- the endangerment of an individual's health or safety;
- a risk to the welfare or safety of a child;
- damage to the environment; or
- the deliberate concealment of information relating to any of the matters above.

3. Scope and Application

- 1.1 This procedure is appropriate where an employee or volunteer has genuine concerns about malpractice or unsafe or unlawful activities within Kate's Training CIC. It is not designed or intended to replace the grievance procedure or be used as an alternative to it. An employee who is aggrieved about their own personal situation should use the grievance procedure. Volunteers should use the complaints procedure. Employees who are concerned about wrongdoing may not have a personal grievance but may have concerns about the organisation. In such circumstances, they should consider using this policy and procedure.
- 1.2 Employees and volunteers should be aware that this policy applies where they reasonably believe that the information disclosed, and any allegations contained in it, are substantially true. A disclosure made in bad faith—for example, to cause trouble for someone within Kate's Training CIC—or for personal gain may constitute a disciplinary offence under Kate's Training CIC's disciplinary procedures. It may constitute gross misconduct and could result in summary dismissal. Any individual who breaches this policy by victimising a worker, trustee or volunteer for making a disclosure under this procedure will be subject to disciplinary action.

4. Procedure for Raising a Concern

- 4.1 To raise or discuss any of the issues described above, the employee or volunteer should contact the CEO/Volunteer Manager, who will treat the matter in strict confidence.
- 4.2 If, because of the nature of the disclosure, the employee or volunteer does not feel comfortable making a disclosure to the CEO/Volunteer Manager, they should speak or write to another member of the Board of Trustees, who will treat the disclosure in confidence. The contact details of Board members will be provided to all staff and volunteers. The Trustees will then decide how to handle the matter. Volunteers will also be provided with a secondary contact.

Kate's Training CIC is a community interest company limited by guarantee registered in England and Wales (Registration number 15816406).



- 4.3 An investigation may be necessary, and the employee or volunteer may be required to attend a disciplinary or investigative hearing as a witness. They will be supported throughout the process.
- 4.4 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. Anyone who believes they have suffered such treatment should inform the Chair of Trustees or another Trustee immediately.
- 4.5 A person accused of wrongdoing must not threaten or retaliate against a whistleblower in any way. Anyone involved in such conduct may be subject to disciplinary action. In some cases, a whistleblower may have the right to bring a personal claim for compensation in an employment tribunal.

5. Guidance, Support and Policy Review

Please contact any Board member if you have questions about this or any other policy. Email CEO/DSL **Kate Gorski** at kate@katestraining.uk and mark the email 'Strictly Private and Confidential'; call 0161 706 2276; or send a message via WhatsApp to 07362 512257. We want to ensure that our staff and volunteers feel able to speak to Board members about any concerns. We also welcome feedback and take your views seriously. If you are unable to speak to CEO Kate Gorski, please email

Deputy DSL **Katherine Metcalfe** at katmetcalfe.katestraining@gmail.com or

Deputy DSL **Eniola Adelakun** at eniolaadelakun.katestraining@gmail.com.

This policy should be read alongside our other organisational policies. It will be reviewed every 12 months from the date of the previous review, or sooner if required because of changes in legislation, guidance or organisational practice.

Policy owned and approved by	Board of Directors at Kate's Training CIC
Policy team	K. Gorski, K. Metcalfe, D. Gorski, E. Adelakun
Designated Safeguarding Lead	Kate Gorski, kate@katestraining.uk , 01617062276, 07362512257
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Effective date	1 st September 2026
Next review	1 st September 2026, or as and when required
Applies to	Everyone who is involved in- or with our services