



Whistleblowing Policy

1. Policy Statement

Hughes Driver Training is committed to conducting its business with honesty, integrity, and transparency.

We encourage employees, contractors, and learners to raise concerns about wrongdoing without fear of victimisation or retaliation.

This policy outlines how to report concerns and the protections in place for whistleblowers.

2. Scope

This policy applies to:

- All employees, contractors, and volunteers.
- All learners and others associated with Hughes Driver Training.

It covers the reporting of suspected wrongdoing relating to:

- Criminal offences.
 - Breaches of legal obligations.
 - Miscarriages of justice.
 - Dangers to health and safety.
 - Damage to the environment.
 - Deliberate concealment of any of the above.
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3. Principles

- Concerns should be raised as soon as possible.
- Whistleblowers acting in good faith are protected by law from dismissal, victimisation, or harassment.

- Confidentiality will be maintained wherever possible.
 - Malicious or knowingly false allegations will be treated as a disciplinary matter.
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4. Reporting a Concern

Step 1: Internal Reporting

Raise the concern with:

- Your line manager, or
- The Managing Director, or
- The Designated Whistleblowing Officer:
Scott Jacques
Email: [Scott Jacques](#) Tel: **07454 777920**

Step 2: External Reporting

If you believe internal reporting is not appropriate, you can contact a **prescribed regulator** such as:

- Health and Safety Executive (HSE)
 - Information Commissioner's Office (ICO)
 - Education and Skills Funding Agency (ESFA)
 - Police
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5. Investigation Process

- All concerns will be logged and acknowledged within 5 working days.
 - An impartial investigator will review the evidence.
 - Outcomes will be communicated to the whistleblower where possible, while maintaining necessary confidentiality.
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6. Protection for Whistleblowers

- No action will be taken against whistleblowers raising concerns in good faith.
 - Any victimisation or retaliation against a whistleblower will be treated as gross misconduct.
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7. Anonymous Reporting

Concerns can be raised anonymously, although this may limit our ability to investigate fully.

8. Record Keeping

All whistleblowing reports and investigations will be recorded securely in compliance with GDPR.

9. Monitoring & Review

This policy will be reviewed annually or sooner if legislation changes.

V1- Document Owner: Rosie Richardson

Effective Date: Sept 2025

Next Review Date: Sept 2026