

CLEARSPACE LEARNING LTD

WHISTLEBLOWING POLICY

Company Registration	15950890
Policy Owner	Stuart Knox (Director)
Version	1.0
Date of Issue	October 2026
Review Date	October 2027
Approved by	Stuart Knox, Director

1. PURPOSE AND SCOPE

This policy makes it safe for anyone who works with or for Clearspace Learning to raise a serious concern about wrongdoing, risk or malpractice, and sets out what will happen when they do. It applies to Stuart Knox, associate practitioners, members of the Governance and Advisory Panel, and anyone else who works for or with Clearspace.

Clearspace is a very small organisation, so this policy also explains how a concern about the Director is handled.

This policy is not for:

- Complaints from families, young people or commissioners. These follow the Complaints Policy.
- A concern about the welfare of a child or adult at risk. Report it straight away under the Safeguarding Policy (What To Do If You Have A Concern). Do not wait. A concern about an adult working with children is covered both here and in the Safeguarding Policy (If an Allegation is Made).

2. WHAT YOU CAN RAISE

Raise a concern if you reasonably believe that any of the following has happened, is happening or is likely to happen:

- A criminal offence
- A failure to safeguard, or a risk of harm to, a child or adult at risk, including concerns about how an adult is behaving
- A danger to health and safety
- A breach of the law, of our policies or of a contract, including misuse of money
- A serious misuse or loss of personal data, or a breach of confidentiality
- Deliberate concealment of any of these

You do not need to be certain, or to have proof. It is enough that you have a genuine concern and raise it in good faith.

3. OUR PROMISES

- No one will be treated badly, lose work, or be bullied or victimised for raising a genuine concern, even if it turns out to be mistaken.
- Your identity will be kept confidential as far as possible. We cannot promise this where the law or a safeguarding duty requires us to share it, and we will tell you first where we can.
- Anonymous concerns will be looked at, although it is harder to investigate them or give feedback.
- The Public Interest Disclosure Act 1998 protects workers who make a protected disclosure. Self-employed associates may be covered depending on their circumstances.
- Deliberately false or malicious allegations are treated seriously.

4. HOW TO RAISE A CONCERN

4.1 Inside Clearspace

- Speak or write to Stuart Knox (Director and Designated Safeguarding Lead): 07986 622049 or info@clearspacelearning.com
- If the concern is about Stuart, or you do not feel able to raise it with him, contact Dr David Bromiley (Deputy Designated Safeguarding Lead): 07455 158749

- Or contact a member of the Governance and Advisory Panel directly. Their contact details are given to every associate and Panel member when they join.

4.2 Outside Clearspace

You can go outside Clearspace at any time, and you should if you think the matter has not been dealt with, or if raising it inside would put anyone at risk:

- Local Authority Designated Officer for concerns about an adult working with children: Oxfordshire 01865 810603 (other areas: Safeguarding Policy, Appendix G)
- NSPCC Whistleblowing Advice Line: 0800 028 0285 (free; Monday to Friday 8am to 8pm, Saturday and Sunday 9am to 6pm)
- Police: 101, or 999 in an emergency
- Information Commissioner's Office for data protection concerns: 0303 123 1113
- Health and Safety Executive for serious health and safety dangers
- Protect, an independent whistleblowing charity, for confidential advice: www.protect-advice.org.uk

Where a council contract applies, you may also raise a concern with the commissioner's named contact.

5. WHAT HAPPENS NEXT

- We will acknowledge your concern in writing within 3 working days.
- We will decide how to look into it and tell you. If the concern involves a child or an adult working with children, the Local Authority Designated Officer or the police may need to be told, and they may direct what happens.
- The matter is looked into fairly and in proportion. A concern about Stuart Knox is looked into by Dr David Bromiley and the Governance and Advisory Panel, not by Stuart.
- We will tell you the outcome, and what is being done, as far as confidentiality allows. We aim to do this within 28 days, and will tell you if it will take longer.
- If you are not satisfied, you can take the concern outside Clearspace (Section 4.2).
- Records are kept securely and in line with the Data Protection Policy.

6. MONITORING

Stuart Knox reviews any concerns raised, and what was learned, with the Governance and Advisory Panel at least once a year. Names are not shared unless needed. All associates and Panel members are told about this policy when they join.

RELATED POLICIES

This policy should be read alongside:

- Safeguarding Policy (Complaints and Whistleblowing; If an Allegation is Made)
- Complaints Policy
- Staff Code of Conduct (Raising Concerns)
- Data Protection Policy

POLICY APPROVAL

This Whistleblowing Policy has been reviewed and approved by:

Stuart Knox

Director and Designated Safeguarding Lead, Clearspace Learning Ltd

Date: October 2026

Next Review Date: October 2027

Company Registration: 15950890

Contact: info@clearspacelearning.com | 07986 622049