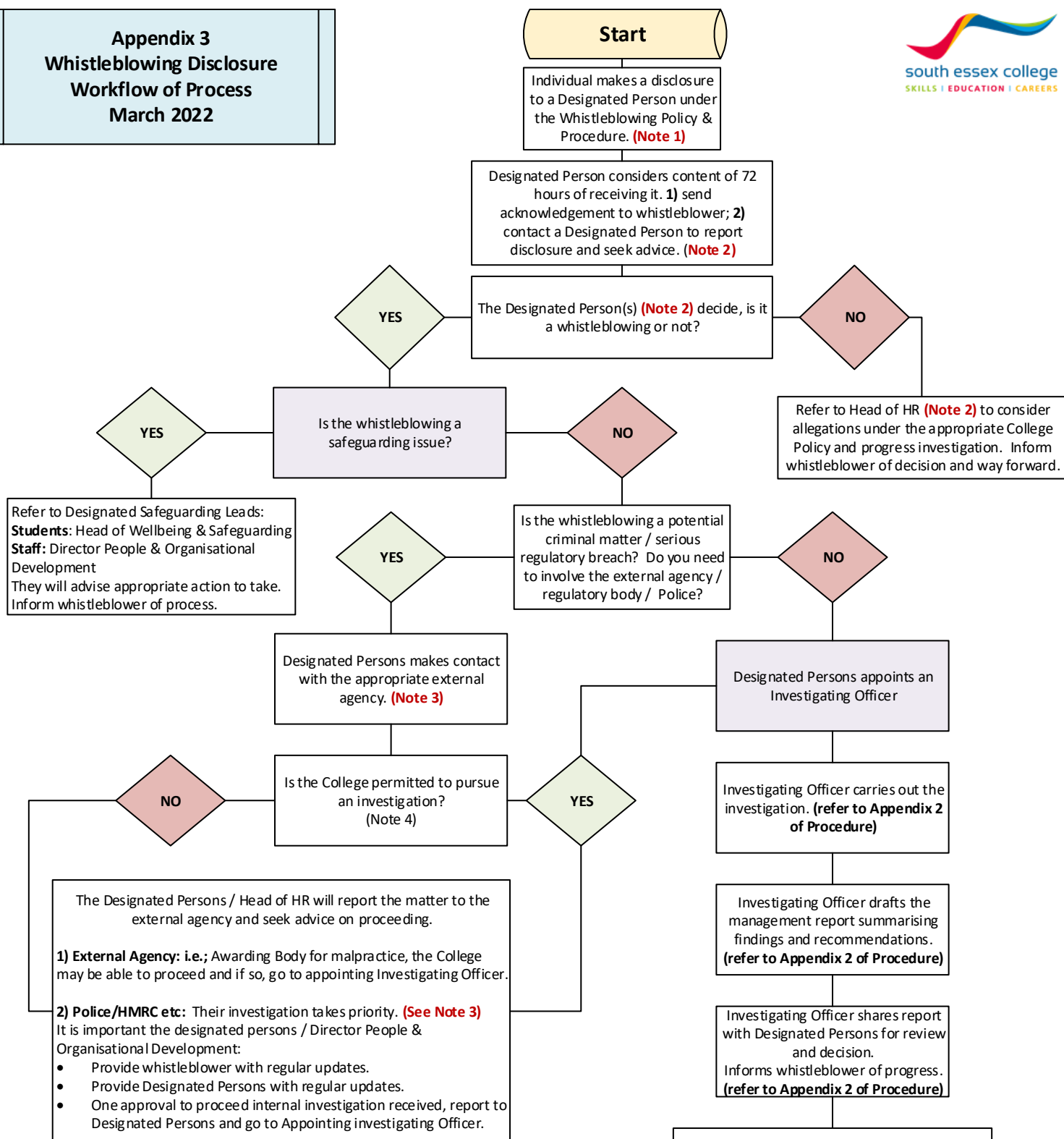


Appendix 3 Whistleblowing Disclosure Workflow of Process March 2022



NOTES

Note 1: Whoever receives the disclosure.

Note 2: Refer to section 3.3 of the Procedure and Appendix 1 for Designated Persons.

Note 3: If Police / HMRC etc and potential criminal investigation this takes priority. The Police may arrest a member of staff, and HR normally coordinate this. These investigations can take months. It's important the College complies with the advice received from them. Normally the Director People & Organisational Development maintains communication and obtains approval for the College to follow our procedures when it is safe for us to do so.

Note 4: If external agency/Police and significantly serious, there is a risk that information may reach external media and information is published. The Designated Persons may need to involve Head of Marketing & Communications to manage external communications and College reputation.

Designated Persons consider the content and;

- 1) Approves recommendations; or
- 2) Agrees alternative recommendations; and
- 3) Gives relevant instructions to the appropriate Designated Persons or other members of Leadership & Management Team.
- 4) Informs whistleblower of process completed.
- 5) Informs Designated Governors the outcome.

Reflection:

It is important that the Designated Persons reflect on the outcome with the Senior Leadership Team and take appropriate action. It is also important the reflection is shared with relevant Governors to demonstrate learning points and provide assurance the risk has been managed / removed / or mitigated against any further situations arising.

