



Policy Owner	Director of People	Next Review Date:	July 2025
Policy No.	039	Version No.	2.0

It is not necessary for you to prove the suspected wrongdoing. However, to be protected by whistleblowing laws against detrimental treatment or dismissal, you must reasonably believe that the suspected wrongdoing (related to one of the categories listed above) is being, has been, or is likely to be committed and that your disclosure is in the public interest.

Whistleblowing is one of the most effective ways of preventing and eliminating wrongdoing at work.

We recognise that raising a whistleblowing concern can be daunting. However, we encourage you to report concerns internally as soon as possible where you suspect wrongdoing. We are here to listen and will take all concerns that you raise seriously.

Please see Appendix 1 for the Whistleblowing procedure.

If your concern relates to a personal grievance that is not in the public interest as outlined above (for example, an allegation of bullying or harassment, or an allegation of misconduct or gross misconduct), you should raise it under our separate grievance and disciplinary procedure.

If you are unsure about whether your concerns are best dealt with under the whistleblowing policy or grievance procedure, please email peoplehelp@ambitiousaboutautism.org.uk for further advice.

We strongly encourage staff to report any concerns of suspected wrongdoing they may have in good faith. However, it is important to note that any malicious or vexatious complaints will be handled as a disciplinary matter. Such behaviour is not acceptable and will be considered under the disciplinary policy and will be taken seriously.

Moreover, this includes if it is determined that an individual has knowingly made false allegations, this too will be treated as a disciplinary matter.

External reporting

This policy establishes an internal process for reporting, investigating, and addressing misconduct within the organisation. In most instances, there should be no need to escalate concerns to external parties.

However, it is acknowledged that under certain circumstances, it may be necessary to report

Policy Owner	Director of People	Review Date:	July 2025
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Review Date:

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The Whistleblowing procedure

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Policy No.	039	Version No.	2.0

Sometimes, it may be necessary to ask you to attend a meeting to clarify the nature of your concern. This will be arranged as soon as possible. Where it is considered appropriate, a member of the People team may also be present.

Stage 2 - Responding to your whistleblowing concern

The manager you approach with your concern will escalate it to the Head of People or Director of People and Culture for necessary support. The manager, with the People Team assistance, will determine the need for an investigation and decide on the suitable person to lead it. Subsequently, the designated manager will notify you of the investigation process and outline who will conduct it and the anticipated timeline for its completion. Additionally, a support individual will be assigned to the whistleblower by the manager.

The level of investigation and time this will take will vary depending on the nature of the suspected wrongdoing.

Following the investigation, the relevant manager will inform you in writing, as quickly as possible after completion of the investigation, of the outcome and any next steps or action that will be taken. While we aim to provide you with comprehensive feedback, in some cases this may not be possible, for example where data protection rules apply or there are sensitive issues that need to remain confidential.

Stage 3 - Appeal

If you are not satisfied with how your concern has been dealt with, you will be provided with an appropriate manager whom you can appeal to.

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Policy No.	039	Version No.	2.0

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Director of People and Culture
Email: mospedale@ambitiousaboutautism.org.uk

If the person you are looking for is not listed, please contact Mark Ospedale, Director of People and Culture (mospedale@ambitiousaboutautism.org.uk) for assistance.

External

The Chief Inspector
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
Tel: 0300 123 3155
Email: whistleblowing@ofsted.gov.uk

Care Quality Commission

Contact them about matters relating to the provision of health and social care.
CQC National Customer Service Centre
Citygate
Gallowgate
Newcastle upon Tyne
NE1 4PA
Tel: 03000 616161
Email: enquiries@cqc.org.uk
Website: www.cqc.org.uk

The Information Commissioner

Contact them about compliance with the requirement of legislation relating to data protection and to freedom of information.
The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Tel: 0303 123 1113
Email: icocasework@ico.org.uk
Website: www.ico.org.uk

The Health and Safety Executive

Tel: 0300 003 1647
Online form: www.hse.gov.uk/contact/concerns.htm

Protect (independent whistleblowing charity) Helpline: 020 3117 2520

Policy Owner	Director of People	Review Date:	July 2025
Policy No.	039	Version No.	2.0

Email: info@protect-advice.org.uk Website: www.protect-advice.org.uk

The Charity Commission for England and Wales

Contact them about the proper administration of charities in England and Wales and of funds given or held for charitable purposes in England and Wales.

See [Report serious wrongdoing at a charity as a worker or volunteer](#).

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