WHISTLEBLOWING POLICY & PROCEDURE 2025–2026

Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | Next Review: 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Purpose & Policy Statement

MTTYP is committed to the highest standards of openness, probity and accountability. All staff, sessional mentors, tutors, coaches, trustees and volunteers have a professional responsibility to raise concerns where they reasonably believe that wrongdoing, unsafe practice, malpractice or a failure to protect children may have occurred.

This policy provides a clear route for raising concerns and for escalating them where the normal reporting route is inappropriate, has not been acted upon, or involves a person who would normally receive the concern.

This policy should be read alongside the MTTYP Safeguarding & Prevent Policy, Allegations Against Staff Policy, Staff Code of Conduct and relevant statutory guidance, including Keeping Children Safe in Education (KCSIE).

2. What Constitutes Whistleblowing?

Whistleblowing concerns relate to wrongdoing or malpractice in the public interest. This may include, but is not limited to:

- Safeguarding risks, poor practice or failures to follow child protection procedures that could place children or young people at risk.
- Failure to act appropriately on safeguarding concerns, allegations or low-level concerns relating to adult conduct.
- Financial malpractice, fraud, misuse of funding or deliberate falsification of records.
- Serious health and safety breaches that place individuals at risk.
- Criminal offences or serious failures to comply with legal or regulatory requirements.
- Deliberate attempts to conceal wrongdoing, unsafe practice or safeguarding failures.

3. Protection for Whistleblowers

MTTYP will not tolerate harassment, victimisation or unfair treatment of a person who raises a genuine concern in accordance with this policy.

Concerns will be handled sensitively and, where possible, confidentially. Anonymous concerns may be accepted; however, anonymity may make it more difficult to investigate the concern or provide feedback.

Nothing in this policy prevents an individual from seeking independent advice or making a report directly to an appropriate external authority where this is necessary or appropriate.

4. How to Raise a Concern

Where appropriate, concerns should normally be raised internally in the first instance. The correct route depends on the nature of the concern and the person involved.

4.1 Safeguarding or Child Protection Concerns

Where the concern relates to the safety or welfare of a child or young person, staff should report it immediately to the DSL or DDSL in accordance with the MTTYP Safeguarding & Prevent Policy.

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DDSL: George Smith – 07728 793456

Staff must not delay reporting a safeguarding concern while attempting to establish whether it meets a particular threshold. The DSL/DDSL will consider the concern and determine the appropriate action, including referral or escalation where required.

4.2 Concerns About the DSL or DDSL

A concern must not be reported to the person who is the subject of that concern.

Where a whistleblowing or safeguarding concern relates to the DSL or DDSL, the concern should be reported directly to the appropriate senior person, Trustee or proprietor.

Role	Contact
Trustee / Board Chair / Proprietor	NAME: _Carl Prince _____ CONTACT: _07961084305_____
Alternative senior contact	NAME: Julia Path _____ CONTACT: ___07794678229_____

The exact senior contact should be confirmed by MTTYP and kept current. The term “Lead Director” should not be used unless this is a formally appointed role within MTTYP's governance structure.

4.3 Concerns About Other Staff or Adults Working With Children

Concerns or allegations about the conduct or suitability of an adult working with children must be managed in accordance with the MTTYP Allegations Against Staff Policy.

Staff must not undertake their own investigation into an allegation about a colleague. The appropriate senior person and, where required, the Local Authority Designated Officer (LADO) will determine the appropriate process.

Low-level concerns should be reported and recorded in accordance with the MTTYP Low-Level Concerns procedure.

5. Escalation and External Reporting

If internal reporting is inappropriate, has not been acted upon, or the concern involves senior management, trustees or the person who would normally receive the concern, the individual may seek advice from an appropriate external body.

Relevant external safeguarding contacts include:

LOCAL AUTHORITY DESIGNATED OFFICER (LADO) Tameside LADO: Tjhhs 0161 342 4343 option 3 0161 342 2482 07808 212203 ladoreferrals@tameside.gov.uk	Tameside LADO 0161 342 4343 option 3 0161 342 2482 07808 212203 Email: ladoreferrals@tameside.gov.uk
CHILDREN'S SOCIAL CARE	Tameside Children's Social Care 0161 342 4101 / 0161 342 4130
NSPCC WHISTLEBLOWING ADVICE LINE	0800 028 0285 help@nspcc.org.uk
OFSTED WHISTLEBLOWING HOTLINE	0300 123 3155
EMERGENCY SERVICES	999 where there is an immediate risk of serious harm or an emergency
POLICE NON-EMERGENCY	101 where police assistance is required but there is no immediate emergency

Where an individual is considering external reporting, they should seek appropriate advice and provide information to the relevant authority through its current reporting route. MTTYP will cooperate with statutory agencies and will not obstruct a legitimate safeguarding referral.

6. Recording and Handling Whistleblowing Concerns

Whistleblowing concerns should be recorded securely and handled sensitively. Records should identify, where available:

- the date and time the concern was raised;
- the person raising the concern and their preferred contact details, unless anonymous;
- the nature of the concern;
- the person or practice the concern relates to;
- any immediate safeguarding or protective action taken;
- who received the concern;
- decisions made and actions taken;

any external agency contacted and the outcome or advice received;

the date the matter was reviewed or closed.

Records must be factual, dated and attributable to the person making the record. Information should be shared only with those who need it for the purpose of managing the concern or protecting children and young people.

7. Investigation and Outcome

The person receiving a whistleblowing concern will ensure that it is passed to the appropriate person for consideration and action. The person who raised the concern should not be expected to investigate the matter themselves.

Where a concern involves safeguarding, an allegation against an adult, or a potential criminal offence, the matter will be managed through the appropriate safeguarding, LADO, Police or other statutory process.

Where it is appropriate and lawful to do so, the person raising the concern will be informed that the concern has been considered and, where possible, given appropriate feedback. Confidentiality, safeguarding and legal requirements may limit the information that can be shared.

8. If a Concern Is Not Acted Upon

If an individual reasonably believes that a concern has not been appropriately addressed, they should raise the matter with the next appropriate level of management or governance. If internal escalation is inappropriate or ineffective, the individual may seek advice from an appropriate external safeguarding or regulatory body.

9. Review and Governance

The effectiveness of this policy will be reviewed annually, or sooner where there is a significant change in legislation, statutory guidance, organisational structure or safeguarding arrangements.

All staff will be made aware of this policy and the routes available for raising concerns.