

Whistleblowing Policy 2026

International British Theatre School Ltd

Summary

The International British Theatre School (IBTS) is committed to maintaining the highest standards of openness, integrity, and accountability.

This policy enables staff, contractors, and volunteers to raise genuine concerns about malpractice, safeguarding failures, or wrongdoing within the organisation, without fear of reprisal or victimisation.

1. Policy Statement

All staff have a duty to report any suspicion of wrongdoing that could affect the safety, integrity, or reputation of IBTS or the welfare of children in our care.

Whistleblowing applies to situations where an individual reasonably believes that an act of wrongdoing has occurred, is occurring, or is likely to occur.

Examples include:

- Financial malpractice, fraud, or misuse of funds
- Failure to comply with a legal obligation
- Endangering health and safety or the environment
- Criminal activity or corruption
- Improper conduct, unethical behaviour, or abuse of position
- Concealment of any of the above

This policy **is not** for personal grievances, which should be addressed under the **Staff Grievance Policy 2026**, or safeguarding concerns about children, which should follow the **Safeguarding and Child Protection Policy 2026**.

2. Raising a Concern

Concerns should be raised as soon as possible — verbally or in writing — and include details such as names, dates, locations, and the reason for concern.

Staff are encouraged to first report concerns internally to:

- Their **Line Manager or Camp Leader**; or
- The **Director (Ben Whiteside)** at  +44 7707 360192

If this is not appropriate due to the nature of the concern, or if the individual feels the issue is not being taken seriously, they may escalate the concern externally to:

- **Ofsted** – 0300 123 1231
- **Local Authority Designated Officer (LADO)** – [see relevant local authority website]
- **Protect (formerly Public Concern at Work)** – 020 3117 2520 / protect-advice.org.uk
- **Police (101 or 999 in emergencies)**

3. Responding to a Concern

When a concern is raised:

- An initial meeting will be arranged to discuss the issue confidentially.
- The matter will be assessed to determine if an investigation is required.
- If the concern falls within the scope of another policy (e.g. disciplinary or safeguarding), it will be redirected appropriately.
- The whistle-blower will receive written acknowledgement within **5 working days** and, where possible, an update or conclusion within **10 working days**.

A written summary of findings will include:

- How the concern was investigated

- The conclusion reached
- Any actions taken
- Information on further options if the individual remains dissatisfied

4. Confidentiality

All whistleblowing concerns will be treated in **strict confidence**.

IBTS will make every effort to protect the identity of anyone raising a concern in good faith. However, in some cases, it may be necessary for the individual to act as a witness in further proceedings.

Personal information will only be shared on a **need-to-know basis** and handled in accordance with the **UK GDPR** and **Data Protection Act 2018**.

5. Protection for Whistle-Blowers

Staff who raise concerns **in good faith** will not face dismissal, demotion, discrimination, or any form of victimisation, even if the concern proves unfounded after investigation.

If it is found that an allegation was made **maliciously or knowingly false**, disciplinary action may be taken under the **Staff Disciplinary Policy 2026**.

6. Monitoring and Review

The Director is responsible for maintaining a record of all whistleblowing reports and outcomes. The policy will be reviewed annually to ensure it remains compliant with current legislation and Ofsted requirements.

Staff will receive regular reminders of how to report concerns during induction and safeguarding training.

7. Related Policies

- **Safeguarding and Child Protection Policy 2026**
- **Staff Grievance Policy 2026**
- **Staff Disciplinary Policy 2026**
- **Equal Opportunities Policy 2026**
- **Data Protection and Privacy Policy 2026**

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

Policy Owner: Ben Whiteside, Director
International British Theatre School