



Version: 3.6	Updated: April 2023	Page 1 of 5	Owner: Co Head of Legal
Whistleblowing Policy			

1. Introduction

City & Guilds is committed to the highest standards of conduct and integrity

NSAR the National Skills Academy for Rail in accordance with the Rail Training and Assessment Scheme Rules (RTAS):

Email: FormalReview@nsar.co.uk

Recorded delivery: Chief Operating Officer, National Skills Academy Rail, 26th Floor, Millbank Tower, 21-24 Millbank, London SW1P 4QP

5. What to include?

There is no requirement for you to provide any evidence at the stage of reporting the issue or concern under this policy. However, you may need to provide documents and emails that you have as part of the investigation. For general guidance the following is useful to include in your email:

- the organisation or individual's name
- what is the suspected wrongdoing
- who is involved
- how long it has been going on
- where this is happening
- what is the impact
- if you have any supporting documents or evidence you can share with the investigator.

Any of the details you share with us will be stored securely and we limit access to this information to the extent possible in the circumstances.

6. External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing within City & Guilds. In most cases you should not find it necessary to alert anyone externally.

Not only could external disclosure be contrary to your obligations of confidentiality to City & Guilds but it could also prejudice any investigation that we and/or an external body decide to undertake.

We strongly encourage you to seek advice from Protect before reporting a concern to anyone external to City & Guilds. Please remember that you are under obligations of confidentiality to City & Guilds. You may request advice on external disclosure from Protect here: <https://protect-advice.org.uk/>

7. Investigation and outcome

Once you have raised an issue or concern, we will:

- arrange a meeting with you as soon as possible to discuss the concern. You may bring a colleague or a union representative to any meetings but they must respect the confidentiality of your disclosure and any subsequent investigation;
- carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our initial assessment;
- conduct additional meetings with you as may be necessary to obtain further information or to progress the investigation.

We may appoint an investigator or team of investigators (including staff with relevant experience of investigations and/or specialist knowledge of the subject matter).

Version: 3.6	Updated: April 2023	Page 4 of 5	Owner: Co Head of Legal
Whistleblowing Policy			

