



## Cambridge Muslim College Whistleblowing Policy

Next Review Date: September 2026

### 1. Introduction

Cambridge Muslim College is committed to conducting its affairs with honesty, integrity, and transparency. This Whistleblowing Policy provides a framework for reporting any suspected wrongdoing or dangers related to our activities. These may include bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment, or breaches of legal or professional obligations. This policy also reflects our obligations under the Public Interest Disclosure Act 1998. This does not include personal grievances not covered by whistleblowing law.

### 2. Scope

This policy applies to all individuals working with or for Cambridge Muslim College, including employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers. It covers the procedure for raising concerns where an individual reasonably believes that they are acting in the public interest and that their disclosure shows past, present, or likely future wrongdoing.

### 3. Definition of Whistleblowing and Qualifying Disclosures

Whistleblowing is the disclosure of information by an individual who knows or suspects that the College has been involved in wrongdoing. A 'qualifying disclosure' is one that, in the reasonable belief of the whistleblower, is made in the public interest and shows that the College or someone associated with it has committed a relevant failure, such as:

- Committing a criminal offence
- Failing to comply with a legal obligation
- Miscarriage of justice

- Endangering the health and safety of an individual
- Causing environmental damage
- Concealing information about any of the above

#### **4. Principles**

The College encourages all members of staff and associated persons to raise concerns as soon as they arise. We are committed to ensuring that those who raise genuine concerns are protected from retaliation, harassment, or victimisation, even if the concern is unfounded.

#### **5. How to raise a concern**

5.1 In most cases, you should first raise your concern with your line manager. Where it is not appropriate to raise the matter with your line manager, you may instead contact the HR Manager, the Registrar, or a member of the Board of Trustees.

5.2 The College will acknowledge receipt of your concern in writing within five working days and arrange a meeting to discuss your concerns. You may be accompanied by a colleague or union representative who must maintain confidentiality. The College does not permit any other person or companion other than those mentioned.

5.3 An investigation will be initiated to gather relevant evidence and witness statements. Once complete, the College will inform you in writing of the outcome. If you are dissatisfied with the outcome, you may escalate the matter to the Board of Trustees.

#### **6. Confidentiality**

While it is preferable that disclosures are made openly, the College recognises that some whistleblowers may wish to remain anonymous. In this instance, the College would recommend that the whistleblower sends their disclosure using an email address that does not contain personally identifiable information e.g. name, surname.

All disclosures will be handled sensitively, and the identity of the whistleblower will be kept confidential wherever possible, only being disclosed where necessary for investigation or legal purposes.

#### **7. External disclosures**

The aim of this policy is to provide an internal mechanism for reporting, investigating, and remedying wrongdoing within the College. In most cases, it should not be necessary to raise concerns externally. However, under the Public Interest Disclosure Act 1998, there may be circumstances in which a disclosure to an external regulator or prescribed person is appropriate. We strongly encourage you to seek advice before making any external disclosure. Public Concern at Work (Protect) operates a confidential helpline: <https://protect-advice.org.uk/>

## 8. Protection and support for whistleblowers

The College will not tolerate any form of detrimental treatment against individuals who raise concerns in good faith. , Any person found to have victimised a whistleblower, made threats, or any other unfavourable treatment, will be subject to disciplinary proceedings. If a whistleblower is found to have made malicious or knowingly false allegations, disciplinary action may also be taken.

## 9. Responsibilities

The HR Manager is responsible for maintaining and updating this policy, ensuring staff are aware of it, and providing appropriate training. Managers are responsible for responding promptly and fairly to any concerns raised under this policy.

## 10. References

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- Guidance for Employers and Code of Practice, Department for Business, Innovation & Skills
- Protect (Public Concern at Work) – <https://protect-advice.org.uk/>

## Review History

Version	Date	Changes to policy
00	June 2021	New document
01	Sep 2025	Reviewed to ensure compliance with Regulations.