



**Middlesbrough
College**

Higher Education Student Work Experience, Raising and Escalating Concerns (Whistleblowing) Procedure

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0.0 Preamble

Whistleblowing is not limited to protecting and safeguarding vulnerable adults from harm and abuse: whistleblowing may also cover concerns relating to the learning environment, support in the practice placement or the standards of practice care.

Genuine whistleblowing is a rare event and the college recognises its responsibility to guide and protect individuals and to facilitate the process for raising any concerns under the college *Student Work Experience, Raising and Escalating Concerns (Whistleblowing) Procedure* (once all other internal processes for reporting an incident have been exhausted).

1.0 Aims

The aims of the *Student Work Experience, Raising and Escalating Concerns (Whistleblowing) Procedure* are to:

- provide a mechanism to support both academic staff and students; and to prevent/reduce possible harm to service users;
- provide an opportunity for concerns to be investigated and for appropriate action to be taken to ensure that the matter is resolved effectively.

2.0 Objectives

The objectives of the *Student Work Experience, Raising and Escalating Concerns (Whistleblowing) Procedure* are to:

- support and enable academic staff and work experience students to raise genuine and legitimate concerns following the relevant procedure.
- clearly define the processes and situations in which they may raise the matter externally without being subject to any detriment, including termination of the work experience;
- handle concerns properly, and in a timely manner.

3.0 How We Will Do This

The college will ensure that all students and academic staff receive Safeguarding Training and understand the procedure for *Student Work Experience, Raising and Escalating Concerns (Whistleblowing)*. Prior to starting work placements, arrangements will be made for the student to complete a workplace induction and have access to workplace policies and procedures including:

- Health & Safety Policies
- Incident Reporting
- Safeguarding
- Whistleblowing
- Managers Guidelines on Conducting Formal Investigations
- Health & Safety Policies
- Complaints Procedure

- Grievance Policy
- Raising Concerns
- Eliminating Bullying, Harassment and Discrimination from the Workplace
- Disciplinary Policy
- Supporting Staff Involved in an Incident, Complaint

4.0 Procedure for raising or escalating an incident or concern in the work place

If there is an incident or concern in the workplace, the following procedure should be followed:

- Access the relevant workplace policies including raising concerns or whistle blowing policy. The workplace policy should enable you to raise your concern confidentially, which means your name will not be revealed without your consent, unless required by law.
- Raise concerns with the Workplace Manager following workplace policy. If you are unable to do this for any reason, the concern should be raised with a designated senior member of workplace staff.
- The concern can be made either, verbally or in writing.
- If you are unable to talk to your line manager/designated person or if concerns are not addressed, report the issue to the next level of management.
- You will be told if an investigation is to be conducted and, if so, whether rules of secrecy are to apply.
- Your Workplace Manager or designated person can keep you informed about the action they've taken, but they can't give you much detail if they have to keep the confidence of others.
- If you do not feel able to raise your concern with your Workplace Manager or designated person, you must report your concern to your Programme Leader.
- The Programme Leader will support the student or academic staff to complete The Raising and Escalating Concerns form included here in Appendix One. The concern will then be forwarded to the relevant Director/Executive Director of Programmes.
- The students and/or academic staff member raising the concern becomes a witness. If the individual is a student, the college becomes the whistle-blower on behalf of the student.
- The Director/Executive Director of Programmes will meet with the Programme Leader, the student and/or academic staff member raising the concern.

- The Director/Executive Director of Programmes will make contact with the Workplace Manager or relevant agency.
- The Director/Executive Director of Programmes can keep you informed about the action they are taking but cannot give you much detail if they have to keep the confidence of other people.
- If concerns are not addressed, you have the right to report your concern directly to the appropriate agency at any time e.g. [Care Quality Commission](#).
- Raising and escalating a concern will not require you to leave your work placement unless it deemed unsafe for you to attend.

5.0 Procedure for raising or escalating an incident or concern in the learning environment

If there is an incident or concern in the learning environment, the following procedure should be followed:

- Access the Middlesbrough College Whistleblowing Policy available at this URL: <https://www.mbro.ac.uk/about-us/governance/policies>
- Raise your concern with the Programme Leader by completing the *Raising and Escalating Concerns form* available included here in Appendix One.
- If for any reason you are unable raise the concern with the Programme Leader this should be raised with the Director/Executive Director of Programme.
- You will be informed of the outcome within 10 working days.

Appendix One: Raising or Escalating Concerns (Whistleblowing) Form

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Raising or Escalating Concerns (Whistleblowing) Form



Use this form to raise or escalate an incident or concern that occurred in:

- the workplace (work placement/experience);
- the learning environment (College premises, field trip, etc.)

This form is contained in the College [Higher Education Student Work Experience, Raising and Escalating Concerns \(Whistleblowing\) Procedure](#). Before submitting this form, be sure to read policy document carefully.

Please also refer to the Middlesbrough College Whistleblowing Policy available at this URL: <https://www.mbro.ac.uk/about-us/governance/policies>

Guidance for Completion of this form

- Complete Section One, Two and Four if your concern refers to the work place.
- Complete Section One and Three and Four if your concern refers to the learning environment.
- Please return your completed form to: heoffice@mbro.ac.uk
(if you are unable to email the form, you can post it to:
Raising or Escalating Concerns, HE Office, Middlesbrough College Dock Street, Middlesbrough, TS2 1AD.)
- Receipt of this form will normally be acknowledged by the Higher Education Office within 3 days of receipt.

SECTION ONE	
Full Name	
MC Number	
Date of Birth	
Contact telephone number(s)	
Email Address	
Contact Address* <small>* If you wish to receive correspondence in writing rather than email.</small>	
Course Title	
Name of Programme Leader	
Year (e.g. 1, 2 or 3)	
Mode: Full-Time or Part-Time	
Place of Concern	Work Place <input type="checkbox"/> Learning Environment <input type="checkbox"/>

SECTION TWO		
Complete this section if the incident or concern you wish to raise occurred in the Work Place		
Name of Workplace		
Workplace Address and Phone Number		
Workplace Manager/Main Contact		
Date(s) Issue/Concern Occurred		
Has the incident/concern been raised with your Workplace Manager?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date Issue Raised:	
Incident/Concern Description		
Please provide a description of the Incident/Concern. [The box will expand automatically to accommodate your text.]		
Note that raising and escalating a concern will not require you to leave your work placement unless it deemed unsafe for you to attend.		

SECTION THREE		
Complete this section if the incident or concern you wish to raise occurred in the Learning Environment		
Incident/Concern Venue/Room Number		
Date(s) Issue/Concern Occurred		
Has the incident/concern been raised with your Programme Leader?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date Issue Raised:	
Incident/Concern Description		
Please provide a description of the Incident/Concern. [The box will expand automatically to accommodate your text.]		

SECTION FOUR	
Student Signature Please sign in the space below and add the date you signed the form.	
Date of Signature:	

Please retain a copy of this form and supporting documentation.

Revision History		
Version	Date	Detail
1.0	September 2017	
1.1	May 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website HE Essential Information page. Form added.
1.2	April 2021	Links added to Dec 202 College Whistleblowing Policy available at https://www.mbro.ac.uk/about-us/governance/policies
1.3	January 2022	Checked for accuracy.