



SOTERIA
PEOPLE
PROTECT - ENVELOP - NURTURE



SOTERIA PEOPLE

POLICY
DOCUMENT

**Whistleblowing
Policy**

Whistleblowing Policy

1. Introduction

Soteria People Ltd is committed to the highest standards of integrity, accountability, and ethical conduct in all aspects of our recruitment services. We recognize the importance of fostering an open and transparent working environment where employees, candidates, and stakeholders can raise concerns without fear of retaliation. This policy provides a clear framework for reporting malpractice, misconduct, or unethical behaviour.

2. Purpose

The purpose of this policy is to:

- Encourage employees and stakeholders to report concerns about wrongdoing.
- Provide a clear and confidential process for raising concerns.
- Ensure that all concerns are taken seriously and investigated appropriately.
- Protect whistleblowers from any form of retaliation or disadvantage.

3. Scope

This policy applies to all employees, contractors, candidates, clients, and stakeholders associated with Soteria People Ltd. Concerns that can be reported under this policy include (but are not limited to):

- Fraud, corruption, or financial malpractice.
- Breaches of safeguarding and child protection policies.
- Discrimination, harassment, or bullying.
- Breaches of health and safety regulations.
- Unethical recruitment practices.

- Any criminal offense or failure to comply with legal obligations.

4. Reporting Concerns

4.1 How to Raise a Concern

Concerns can be reported through the following channels:

Email: whistleblowing@soteriapeople.co.uk

Phone: 01925 973 319

Post: Marked 'Confidential' and sent to Soteria People Ltd, 20 Wenlock Road, London, N17GU

In-Person: Request a confidential meeting with a senior manager or designated whistleblowing officer.

4.2 Confidentiality

All reports will be treated with the strictest confidentiality.

Anonymous reports will be accepted and investigated where possible.

Information will only be disclosed on a need-to-know basis to ensure a fair investigation.

5. Investigation Process

Acknowledgment – The whistleblower will receive written acknowledgment of the concern within 5 working days.

Assessment – A preliminary assessment will determine if a full investigation is necessary.

Investigation – A fair and thorough investigation will be conducted, ensuring impartiality.

Outcome & Resolution – The whistleblower will be informed of the findings where appropriate.

Escalation – If unsatisfied with the outcome, concerns can be escalated to an external body such as Ofsted, the Recruitment & Employment Confederation (REC), or the relevant regulatory authority.

6. Protection for Whistleblowers

No whistleblower will be subject to dismissal, victimization, or harassment for raising a genuine concern.

Retaliation against a whistleblower will be treated as a serious disciplinary offense.

If a whistleblower believes they are experiencing retaliation, they should report it immediately through the appropriate channels.

7. Compliance and Monitoring

Soteria People Ltd will:

- Regularly review and update this policy.
- Train employees on whistleblowing procedures and protections.
- Maintain a record of concerns raised and actions taken.

8. Contact Information

For further details about this policy or to report a concern, please contact:

Email: whistleblowing@soteriapeople.co.uk

Phone: 01925 973 319



Leading the way in residential childcare recruitment

Contact Info:



20 Wenlock Road,
London, N1 7GU



info@soteriapople.co.uk
www.soteriapople.co.uk



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