



Whistleblowing Policy for Lunar Learning

Last Updated: September 2025

Next Update: September 2026

Purpose:

To promote a culture of transparency and accountability by encouraging the reporting of unethical or illegal behaviour within the tutoring company.

Policy Statement

Lunar Learning is committed to maintaining the highest standards of integrity and ethical conduct. This policy provides a framework for staff, students, and stakeholders to report concerns without fear of retaliation.

Scope

This policy applies to all employees, tutors, contractors, students, and volunteers associated with the company.

Definitions

Whistleblowing: Reporting concerns about misconduct, unethical behaviour, or violations of laws and company policies.

Reportable Concerns: Includes, but is not limited to discrimination, harassment, safeguarding issues, health and safety violations, and breaches of confidentiality.

Reporting Procedure

Step 1: Concerns should be reported to DSL (Hayley Cottrell). If this is not feasible or comfortable, reports can be made to Rebecca Radford (Founder).

Where a staff member or tutor feels unable to raise the issue with either of the above other whistleblowing channels are open to them:

Guidance on whistleblowing can be found on the NSPCC website -

[Whistleblowing Advice Line | NSPCC](#) and the NSPCC's dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a

concern is being handled. Staff, trustees and tutors can call **0800 028 0285** – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: **help@nspcc.org.uk**

In addition, independent advice can be sought from **Protect** who are an independent whistleblowing charity who offer confidential advice about whistleblowing. They have a free helpline - **020 3117 2520** or can be contacted on their website.

If there is evidence of criminal activity, then the investigating officer should inform the police. Lunar Learning will ensure that any internal investigation does not hinder a formal police investigation.

Step 2: Provide detailed information, including dates, locations, and individuals involved.

Step 3: Reports can be made anonymously; however, providing contact details may help facilitate a thorough investigation.

Confidentiality

The company will treat all reports confidentially, disclosing information only on a need-to-know basis during the investigation process.

Protection from Retaliation

The company prohibits any form of retaliation against individuals who report concerns in good faith.

Retaliation may include adverse actions such as harassment, dismissal, or any discriminatory behaviour. Violations of this protection will lead to disciplinary action.

Investigation Process

All reported concerns will be taken seriously and investigated promptly.

Investigations will be conducted impartially by qualified personnel.

The individual reporting the concern will be kept informed of the progress of the investigation, as appropriate.

Outcome

If a report is substantiated, appropriate corrective actions will be taken, which may include disciplinary actions against those involved.

The individual who raised the concern will be informed of the outcome of the investigation when feasible.

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with legal requirements. Feedback from staff will be sought to improve the policy.

Training and Awareness

Employees and tutors will receive training on this policy to ensure understanding of their rights and responsibilities regarding whistleblowing.

Governing Law

This policy shall be governed by the laws of England and Wales.

Implementation:

All staff are expected to comply with this policy and participate in fostering a culture of openness and accountability.