



## **Knights Care Farm LLP**

### **Whistleblowing Policy**

#### **1. Purpose**

Knights Care Farm (KCF) is committed to the highest standards of integrity, honesty, and accountability. We expect all staff, volunteers, students, and partners to conduct themselves ethically and professionally at all times.

This policy enables individuals to raise genuine concerns about wrongdoing, malpractice, or risk — without fear of reprisal — and ensures all such concerns are handled properly, confidentially, and promptly.

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#### **2. Scope**

This policy applies to:

All staff, volunteers, and management members

Contractors and agency staff

Students and care service users

Visitors, educational providers, and families

It covers any concerns raised in the public interest, including but not limited to:

Criminal activity or failure to comply with legal obligations

Misuse of public funds

Health and safety breaches

Safeguarding failures or abuse of students or service users

Neglect, discrimination, or harassment

Fraud, theft, or corruption

Environmental damage

Attempts to conceal or cover up any wrongdoing

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#### **3. Principles**

Whistleblowers will be taken seriously and protected from victimisation or dismissal.

Concerns will be handled confidentially and sensitively.

All allegations will be investigated thoroughly and fairly.



Malicious or deliberately false allegations may result in disciplinary action.

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#### **4. Raising a Concern**

Any individual who has reasonable grounds to suspect wrongdoing should raise their concern as soon as possible.

##### **Step 1: Internal Reporting**

Concerns should first be raised with the Designated Whistleblowing Officer (Emily Knight) or, if the concern relates to her, with Luke Knight (Director).

Concerns can be raised verbally or in writing and should include:

The nature of the concern

Names, dates, and details of incidents (where possible)

Any evidence or supporting information available

##### **Step 2: Written Acknowledgement**

The concern will be acknowledged within 5 working days. KCF will review the information and determine next steps, which may include an internal investigation, referral to external authorities, or immediate action if safety is at risk.

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#### **5. Investigation Process**

Investigations will be led by the Whistleblowing Officer or an appointed senior manager.

Where appropriate, external agencies such as the Police, Ofsted, Local Authority Designated Officer (LADO), or the Health and Safety Executive (HSE) may be contacted.

The whistleblower will be kept informed, where possible, of the investigation progress and outcome — except where this breaches confidentiality or legal constraints.

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#### **6. Confidentiality and Protection**

The identity of the whistleblower will remain confidential unless disclosure is legally required.

Knights Care Farm will not tolerate harassment, discrimination, or victimisation of anyone raising a genuine concern.

Retaliation against a whistleblower will result in disciplinary action.

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#### **7. External Disclosures**



If an individual feels unable to report internally, or believes that their concern has not been properly addressed, they may contact an appropriate external body, such as:

Local Authority Designated Officer (LADO) – for safeguarding concerns

Ofsted – if related to education or care provision

Health and Safety Executive (HSE) – for health and safety breaches

Police – for criminal activity

Public Concern at Work (Protect) – independent whistleblowing advice service

020 3117 2520 [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

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## **8. Monitoring and Review**

All whistleblowing concerns will be recorded and reviewed by management.

Lessons learned will be used to improve practices and reduce risk.

This policy will be reviewed annually or sooner if legislation or guidance changes.

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## **9. Contact Information**

Designated Whistleblowing Officer:

Emily Knight – Partner

07958 548009

[office@knights-farm.co.uk](mailto:office@knights-farm.co.uk)

Deputy Contact:

Luke Knight – Partner

07855 180002