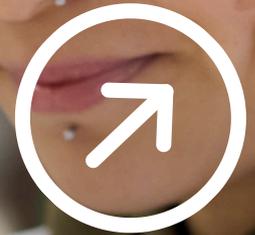




LONDON  
MATHS & SCIENCE  
COLLEGE

 [www.lmsc.org.uk](http://www.lmsc.org.uk)



# Whistleblowing Policy

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**London Maths & Science College**  
**167 Commercial Road, London, E1 2DA**  
[info@lmsc.org.uk](mailto:info@lmsc.org.uk)

**Effective date:** 21 February 2026

**Review date:** 21 February 2027

**Policy owner:** Anis Zaman, Director

**Accountable officer:** Anis Zaman, Director

**Head of Centre:** Eman Ahamed

**Designated Safeguarding Lead (DSL):** Stephen Montford, Head of Mathematics

**Deputy DSL:** Eman Ahamed

**Data Protection Officer (DPO):** Eman Ahamed

**Applies to:** All LMSC staff (including agency staff, contractors, volunteers), and any individual engaged in LMSC activity who becomes aware of wrongdoing affecting others. This policy is primarily designed for workplace disclosures in the public interest.

**Legal and guidance framework:** Public Interest Disclosure Act 1998 (PIDA) and related provisions; ACAS guidance on whistleblowing; UK Government guidance on prescribed persons.

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# 1. Purpose

London Maths & Science College (LMSC) is committed to the highest standards of integrity, accountability and safeguarding. This Whistleblowing Policy enables staff and others connected with LMSC to raise concerns about wrongdoing **in the public interest** so that issues can be addressed promptly and appropriately.

LMSC will ensure that individuals who raise genuine concerns under this policy are:

- listened to and taken seriously;
  - treated fairly and respectfully;
  - protected from victimisation or detrimental treatment for making a protected disclosure, where the legal criteria apply.
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## 2. Scope

This policy applies to concerns about wrongdoing that affects others (students, staff, the public, or the integrity of qualifications/education). It applies to:

- employees, casual workers, agency staff, contractors, volunteers;
- staff working on-site at **167 Commercial Road, London, E1 2DA**;
- disclosures relating to activities carried out by or on behalf of LMSC.

This policy does **not** replace:

- the **Complaints Policy** (for service concerns from students/parents/carers);
  - the **Grievance Procedure** (for personal employment disputes that primarily affect the individual rather than the public interest);
  - the **Safeguarding and Child Protection Policy** (for immediate child protection concerns—these must be reported through safeguarding routes without delay).
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## 3. Policy statement

LMSC encourages a culture of openness where staff feel confident to raise concerns. LMSC will:

1. provide clear routes for reporting wrongdoing;
  2. ensure concerns are assessed promptly and investigated proportionately;
  3. maintain appropriate confidentiality;
  4. take corrective and, where necessary, disciplinary action; and
  5. protect individuals from retaliation where a protected disclosure is made under relevant law.
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## 4. What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing at work that is made in the **public interest**.

### 4.1 Examples of whistleblowing concerns (non-exhaustive)

- safeguarding failures, abuse, neglect, exploitation, or unsafe practices;
- risks to health and safety (e.g., unsafe premises, fire safety failures);
- fraud, theft, bribery or financial irregularity;
- academic/exams wrongdoing (e.g., exam security breaches, falsified assessment records, maladministration, malpractice);
- serious professional misconduct;
- data protection breaches that risk significant harm;
- discrimination or harassment that is systemic or poses wider risk;
- criminal activity;
- deliberate concealment of any of the above.

### 4.2 What is not whistleblowing?

A matter is usually **not** whistleblowing if it is primarily:

- a personal employment grievance (e.g., pay, workload, interpersonal disputes), unless it indicates wider wrongdoing affecting others;
  - a student complaint about teaching/experience (use the Complaints Policy);
  - an unsubstantiated allegation made maliciously.
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## 5. Safeguarding priority rule

If the concern involves:

- a child or young person at risk of harm;

- sexual abuse, exploitation, radicalisation;
- violence, threats, or immediate danger,

the concern must be reported **immediately** via safeguarding routes to:

- **DSL: Stephen Montford**; or
- **Deputy DSL: Eman Ahamed** (if DSL unavailable).

This does not prevent the concern also being treated as whistleblowing where appropriate, but safeguarding action comes first.

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## 6. Raising a concern: internal reporting routes

LMSC encourages concerns to be raised internally first wherever possible.

### 6.1 Route 1: Line management route

Where appropriate and safe, raise the concern with your line manager (or the staff member responsible for the area concerned).

### 6.2 Route 2: Direct to Director (primary whistleblowing route)

You may raise concerns directly with:

#### **Anis Zaman, Director (Policy Owner)**

**Method:** Written disclosure (email or letter) clearly marked **“Whistleblowing – Confidential”**.

**Postal route:** Deliver to Reception, 167 Commercial Road, London, E1 2DA, addressed to the Director, marked **Private & Confidential**.

### 6.3 Route 3: Direct to Head of Centre

Where the concern relates to examinations, assessment integrity, or where the Director may be conflicted, raise with:

#### **Eman Ahamed, Head of Centre**

### 6.4 Route 4: Data Protection Officer (data-related wrongdoing)

Where the concern relates to data protection, confidentiality, or information security:

**Eman Ahamed, Data Protection Officer**

## **6.5 Anonymous concerns**

LMSC will consider anonymous disclosures, but investigation may be limited if the source cannot be contacted for further information. LMSC encourages reporters to provide contact details so that outcomes and clarification questions can be managed appropriately.

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## **7. What information to include in a disclosure**

A disclosure should include, as far as possible:

- what happened (facts, not speculation);
  - when and where it happened;
  - who is involved (names, roles);
  - what evidence may exist (documents, emails, CCTV availability, logs);
  - whether the concern is ongoing;
  - whether anyone is at immediate risk (especially safeguarding/health & safety);
  - whether the concern has been raised before and what happened.
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## **8. Confidentiality and protection from retaliation**

### **8.1 Confidentiality**

LMSC will keep the identity of the whistleblower confidential as far as reasonably practicable. However, confidentiality cannot be guaranteed where:

- disclosure is required by law;
- the matter is referred to external authorities or awarding bodies;
- identity becomes necessary for a fair investigation process.

### **8.2 Protection from detriment**

Where legal criteria apply, whistleblowers are protected against detrimental treatment and unfair dismissal linked to making a protected disclosure.

## 8.3 Victimisation and retaliation

Any intimidation, harassment, isolation, threats, or detrimental treatment of a whistleblower is a serious disciplinary matter at LMSC.

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# 9. Handling concerns: assessment and investigation process

## 9.1 Initial triage (within 2 working days where practicable)

On receipt, the Director (or appointed Investigation Manager) will:

- acknowledge receipt where contact details are provided;
- assess whether the matter is whistleblowing, grievance, safeguarding, or another route;
- assess immediate risks (safeguarding/health & safety/exam security);
- decide initial actions, including urgent containment steps.

## 9.2 Appointment of Investigation Manager

- Normally, the **Director** appoints an Investigation Manager appropriate to the concern.
- Where the concern involves the Director, the **Head of Centre** will appoint an Investigation Manager.
- Where independence is required, LMSC may appoint an external investigator.

## 9.3 Investigation approach

Investigations will be:

- proportionate to the seriousness and complexity;
- evidence-led;
- conducted with appropriate confidentiality;
- recorded and auditable.

Investigation actions may include:

- interviews and written statements;
- review of documents, logs and communications;
- review of CCTV where lawful and necessary;
- examination of assessment or exams records (where relevant);
- liaison with safeguarding, HR, data protection, or awarding bodies as required.

## 9.4 Outcomes

Possible outcomes include:

- no case to answer (with rationale recorded);
- corrective action (process changes, retraining, supervision changes);
- disciplinary action (staff/student, where relevant);
- reporting to awarding bodies, regulators, or statutory agencies;
- referral to police or other authorities (where necessary).

## 9.5 Feedback to whistleblower

Where contact details are provided, LMSC will provide feedback on:

- whether the concern was investigated; and
  - whether appropriate action was taken, within confidentiality and data protection limits.
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# 10. Reporting to external bodies (“prescribed persons”)

Where a whistleblower does not feel able to report internally, or believes the matter has not been addressed, the law provides routes to certain **prescribed persons and bodies** depending on the issue. The UK Government maintains the official list and scope of prescribed persons.

LMSC encourages staff to seek advice before making external disclosures and to ensure they select the correct body for the concern.

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# 11. Malicious or knowingly false allegations

LMSC recognises that disclosures may be mistaken. A disclosure made honestly and in good faith will not lead to disciplinary action solely because it is not substantiated.

However, allegations that are knowingly false, malicious, or made for improper purposes may result in disciplinary action.

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## 12. Record keeping, data protection and retention

- All whistleblowing records are kept securely with restricted access.
  - Records include: disclosure, triage notes, investigation plan, evidence, interviews/statements, decisions, actions, and communications.
  - Records are retained in accordance with LMSC retention arrangements and legal requirements, with DPO oversight for data protection compliance.
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## 13. Training and awareness

LMSC will:

- make this policy available to staff and relevant third parties;
  - ensure managers understand how to receive and escalate concerns appropriately;
  - ensure staff involved in exams and safeguarding understand the link between whistleblowing, malpractice reporting, and safeguarding duties.
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## 14. Monitoring and review

The Director will review whistleblowing activity annually to identify:

- themes and systemic risks;
- effectiveness of reporting routes and investigation processes;
- improvements required to controls, training or governance.

This policy will be reviewed sooner if there are legal changes, significant incidents, or inspection findings.

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## 15. Related LMSC policies

- Safeguarding and Child Protection Policy
- Complaints Policy
- Grievance Procedure (staff)

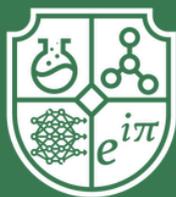
- Malpractice and Maladministration Policy
  - Exam Security Policy
  - Data Protection Policy
  - Conflict of Interest Policy
  - Health and Safety Policy
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## 16. Approval

This Whistleblowing Policy is approved by the Director of London Maths & Science College (LMSC) and is effective from **21 February 2026**.

**Approved by:** Anis Zaman, Director

**Date approved:** 21 February 2026



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## Contact

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