



## Medical Rescue Training

# Whistleblowing (Speak Up) Policy - Square Knot Ltd

**Responsible Person:** Jacob Leverett (Director)

**Review Date:** Annual or following legislative/regulatory change

**Policy Location:** <https://square-knot.co.uk/policies>

## 1. Purpose

Square Knot Ltd is committed to the highest standards of openness, integrity, and accountability in all aspects of its operations, including event medical services, training, and water rescue.

The purpose of this policy is to:

- Encourage staff to report concerns about wrongdoing
- Ensure concerns are investigated appropriately
- Protect individuals who raise concerns in good faith
- Support a culture of transparency and safety

This policy reflects the protections set out in the **Public Interest Disclosure Act 1998**, which protects workers who make disclosures in the public interest

## 2. Scope

This policy applies to:

- Employees (full-time, part-time, temporary)
- Clinical and non-clinical staff
- Event medical personnel
- Volunteers and trainees
- Contractors and agency workers

This policy applies to concerns arising:

- During operational deployments
- During training delivery
- Within internal management or governance
- In relation to third-party partners or subcontractors

## 3. Definition of Whistleblowing

Whistleblowing is the disclosure of information relating to suspected wrongdoing or danger at work.

A protected disclosure is one made in the public interest that reasonably shows:

- A criminal offence
- Failure to comply with legal obligations
- Miscarriage of justice
- Danger to health and safety
- Damage to the environment
- Deliberate concealment of any of the above

#### 4. Policy Statement

Square Knot Ltd will:

- Encourage a **“speak up” culture**
- Treat all concerns seriously and fairly
- Protect whistleblowers from retaliation
- Ensure concerns are investigated appropriately
- Take corrective action where required

Staff are encouraged to raise concerns internally wherever possible to allow early resolution.

#### 5. What Should Be Reported

Concerns may include (but are not limited to):

##### 5.1 Clinical and Patient Safety

- Unsafe clinical practices
- Negligence or malpractice
- Failure to follow clinical protocols
- Patient harm or risk of harm

##### 5.2 Safeguarding

- Abuse or neglect of children or vulnerable adults
- Inappropriate conduct by staff

##### 5.3 Operational and Governance Issues

- Fraud, corruption, or bribery
- Breaches of company policies
- Failure to comply with legal or regulatory obligations
- Falsification of records

##### 5.4 Environmental and Safety Risks

- Unsafe waste disposal
- Biosecurity breaches
- Environmental damage

##### 5.5 Workplace Conduct

- Bullying, harassment, or discrimination (if systemic or serious)

#### 6. What This Policy Is Not For

This policy should **not** be used for:

- Personal employment grievances
- Minor workplace disputes

These should be addressed through:

- Grievance Policy
- HR procedures

## **7. Responsibilities**

### **7.1 Director (Responsible Person – Jacob Leverett)**

- Overall accountability for whistleblowing arrangements
- Ensuring concerns are investigated appropriately
- Ensuring independence and fairness
- Reporting serious issues to regulators where required

### **7.2 Managers**

- Promote an open culture
- Escalate concerns appropriately
- Support staff raising concerns

### **7.3 All Staff**

- Raise concerns in good faith
- Cooperate with investigations
- Maintain confidentiality

## **8. How to Raise a Concern**

Concerns can be raised via:

### **8.1 Internal Reporting**

- Line Manager
- Director (Jacob Leverett)

### **8.2 Confidential Reporting**

- Direct email - [info@square-knot.co.uk](mailto:info@square-knot.co.uk)

### **8.3 Anonymous Reporting**

Anonymous reports will be considered but may limit investigation effectiveness.

## **9. External Reporting**

Where internal reporting is not appropriate, concerns may be raised with:

- Health and Safety Executive (HSE)
- Local Authority Safeguarding Teams
- Professional regulators

Workers may also seek independent advice (e.g. Protect charity) before escalating externally

## **10. Investigation Process**

Upon receiving a concern:

### **10.1 Initial Assessment**

- Acknowledge receipt (where possible)
- Assess seriousness and risk

### **10.2 Investigation**

- Appoint investigating officer
- Gather evidence
- Maintain confidentiality

### **10.3 Outcome**

- Findings documented
- Appropriate action taken
- Feedback provided (where possible)

## **11. Protection for Whistleblowers**

Square Knot Ltd will ensure that individuals who raise concerns:

- Are protected from dismissal or detriment
- Are not subject to harassment or victimisation
- Receive appropriate support

Any retaliation will be treated as a serious disciplinary offence.

## **12. Confidentiality**

- All concerns will be handled confidentially where possible
- Identity will not be disclosed without consent unless required by law
- Information will be shared on a need-to-know basis

## **13. Malicious or False Allegations**

If a concern is raised:

- In good faith → no action taken if mistaken
- Maliciously or knowingly false → disciplinary action may apply

## **14. Safeguarding Considerations**

Where a concern relates to:

- Children
- Vulnerable adults

The matter will:

- Be escalated immediately
- Follow safeguarding procedures
- Involve relevant external agencies where required

## **15. Training and Awareness**

All staff must receive:

- Whistleblowing awareness training at induction
- Refresher training annually

Training must include:

- How to raise concerns
- Legal protections
- Recognising reportable issues

## **16. Monitoring, Audit and Governance**

Square Knot Ltd will monitor:

- Number and type of concerns raised
- Investigation outcomes
- Trends and risks

Findings will be reviewed by:

- Director (Jacob Leverett)

## **17. Record Keeping**

- All concerns must be recorded securely
- Records must include:
  - Nature of concern
  - Actions taken
  - Outcome

## **18. Continuous Improvement**

Square Knot Ltd will:

- Learn from whistleblowing cases
- Update policies and procedures
- Improve governance and risk management

## **19. Document Control**

All policy documents will be version controlled and regularly reviewed.