

Thames Hightech Ltd

Whistleblowing Policy 2025/26

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Director / DSL contact: Yuhong Li | Andrew.li@thameshightech.com | 07538826068*

Thames Hightech Ltd is committed to maintaining high standards of integrity, openness and accountability. This policy explains how concerns about wrongdoing, malpractice or unsafe practice can be raised and how they will be handled.

The organisation encourages staff and others working with or for Thames Hightech Ltd to speak up if they reasonably believe that wrongdoing, serious misconduct, unlawful activity, safeguarding failure or other serious concern has occurred, is occurring or is likely to occur.

This policy is intended to support disclosures made in the public interest. It does not replace normal management processes, complaints procedures, safeguarding procedures or disciplinary procedures, but may operate alongside them where appropriate.

1. Who this policy applies to

This policy applies to employees, directors, contracted staff, volunteers, homestays, local coordinators, agency workers and others working with or for Thames Hightech Ltd who wish to raise a serious concern.

2. Types of concern that may be raised

Concerns raised under this policy may include, but are not limited to:

- criminal conduct or breach of law;
- fraud, corruption or financial irregularity;
- serious safeguarding failures or unsafe handling of child protection matters;
- serious health and safety risks;
- abuse of authority or serious misconduct;
- cover-up of wrongdoing;
- conduct likely to damage the integrity or reputation of the organisation in a serious way;
- other serious unethical conduct in the public interest.

3. Safeguarding concerns

Where a concern relates to the safety or welfare of a child, Thames Hightech Ltd may need to use safeguarding procedures immediately. A whistleblowing disclosure does not replace the duty to report safeguarding concerns promptly. If a child may be at risk of harm, safeguarding reporting routes must be used without delay.

4. Protection for whistleblowers

- A person who raises a concern honestly and in the reasonable belief that it is in the public interest will be supported.
- Thames Hightech Ltd will not tolerate victimisation, retaliation or disadvantage against a person who raises a genuine concern.
- A disclosure that is made maliciously, knowingly falsely or purely for personal advantage may itself lead to action.

5. Confidentiality and anonymity

Thames Hightech Ltd will treat whistleblowing concerns as confidential so far as possible. The organisation will make reasonable efforts to protect the identity of the person raising the concern where requested, but there may be circumstances in which identity has to be disclosed in order to investigate or comply with legal duties.

Anonymous disclosures may be considered, but it may be harder to investigate them fully. The seriousness, credibility and available evidence will all be taken into account.

6. How to raise a concern

A concern should be raised as soon as possible and should include, where available, the facts, dates, names, background and why the person is concerned.

- In most cases, concerns can be raised with Yuhong Li, Director / DSL, on 07538826068 or Andrew.li@thameshightech.com.
- If the concern relates to the Director / DSL or the person raising the concern does not feel able to report internally, the concern may be raised with an appropriate external body.
- Where there is immediate danger or suspected criminal activity requiring urgent response, the police or other relevant authority should be contacted without delay.

7. External routes

Depending on the nature of the concern, external routes may include safeguarding authorities, the police, the NSPCC whistleblowing helpline, Protect, AEGIS or another appropriate regulator or authority.

8. What happens next

Once a concern is received, Thames Hightech Ltd will consider the information and decide what action is needed. This may include:

- acknowledging the concern;
- making preliminary enquiries;
- referring the matter under safeguarding procedures;
- commissioning an internal investigation;
- seeking legal, regulatory or external advice;
- referring the matter to the police, local authority, DBS, LADO, AEGIS or another relevant body.

9. Timescales and communication

Thames Hightech Ltd will normally acknowledge a whistleblowing concern within a reasonable time and will, where possible, explain how the concern will be handled. The amount of feedback that can be provided may be limited by confidentiality, safeguarding and legal considerations, but the organisation will try to reassure the whistleblower that the concern has been considered properly.

10. Recording and monitoring

A confidential record of whistleblowing concerns will be maintained. Records may include:

- date received;
- nature of the concern;
- who received it;
- action taken;

- whether the concern was investigated and by whom;
- outcome and follow-up action.

Access to such records will be restricted to those who need it for lawful and appropriate purposes.

11. Support

A person raising a concern may need support, particularly if the matter is sensitive or distressing. Thames Hightech Ltd will take reasonable steps to minimise avoidable difficulty and to signpost appropriate support where relevant.

12. Review

This policy will be reviewed at least annually and sooner if guidance, legislation, AEGIS standards or organisational practice changes.

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Contact	Andrew.li@thameshightech.com 07538826068