



TOPFLIGHT COLLEGE WHISTLEBLOWING FORM

TFC WHISTLEBLOWING FORM

Topflight College (TFC) is committed to maintaining a safe, transparent, and accountable school environment. This Whistleblowing Policy provides a confidential channel for students, parents, staff, and other stakeholders to report concerns about misconduct, unethical behaviour, or violations of school policies.

1. Purpose of the Form

This policy ensures that individuals can raise genuine concerns without fear of retaliation. Reports made in good faith will be treated seriously, investigated promptly, and handled with fairness.

2. Who Can Report?

Any member of the TFC community may submit a whistleblowing report, including:

- Students
- Parents/Guardians
- Staff
- Visitors or other stakeholders

3. What to Report

Concerns may include, but are not limited to:

- Bullying, harassment, or discrimination
- Misuse of school resources
- Misconduct by staff or students
- Safety or security violations
- Any unethical or suspicious behaviour

4. Confidentiality and Anonymity

Whistleblowers may choose to remain anonymous. All reports will be handled with strict confidentiality and shared only with those responsible for the investigation. Anonymous reporting may limit the school's ability to follow up but will still be investigated to the extent possible.

5. Reporting Procedure

Reports should be made using the **TFC Whistleblowing Report Form**, providing as much detail as possible, including:

- What happened
- Date, time, and location
- Names of individuals involved
- Evidence or witnesses, if available

Completed forms may be submitted to the School Management in person, by email, or through the designated confidential channel.

6. Investigation Process

Upon receiving a report, TFC Management will:

1. Acknowledge the report (unless submitted anonymously)
2. Conduct a fair and objective investigation
3. Provide updates on progress
4. Conclude with appropriate action based on findings

Investigations typically take **2–7 working days**, depending on the nature of the concern.

7. Protection against Retaliation

TFC strictly prohibits retaliation against anyone who reports concerns in good faith. Any form of victimization will result in serious disciplinary action.

8. False or Malicious Reports

Reports intentionally made to mislead or cause harm are considered misconduct and may result in disciplinary measures.

TFC Management

4. Evidence (Optional: Attach relevant documents, emails, photos, or recordings overleaf.)

Applicable _____ Not Applicable _____

5. Desired Outcome / Resolution

6. Confidentiality Agreement By submitting this report, you acknowledge that your identity will be kept confidential to the extent possible, and retaliation against whistleblowers is strictly prohibited.

For official use only:

Date received: _____

- Reference Number: _____
- Assigned Officer: _____

Thank you.

This matter will be addressed with immediate effect and you will be contacted as soon as possible.

TOPFLIGHT COLLEGE MANAGEMENT