



Blossom Education Limited

Registered Company Number: 12669600

Policies, procedures, guidance and other related documents

EQUALITY & DIVERSITY STATEMENT

Blossom Education Limited (Blossom) serves a diverse community and is keen to develop a workforce and client-base that reflects this. Visible and non-visible minority ethnic groups, people with disabilities, lesbian, gay, bi-sexual and transgender people are currently under-represented within the organisation and the community it reaches, and therefore Blossom specifically promotes its services among people in these groups via events and other agencies.

It is important to note that, although Blossom welcomes individuals from under-represented groups to apply for paid and voluntary posts and to access services, all applications are strictly considered on merit and all requests for services on need (not ethnicity, gender or sexual orientation).

The above criteria are subject to reasonable adjustment in line with the definition of disability under the Equality Act 2010.

If there are any concerns about how a gender, ethnic origin, religion, sexual orientation or any other aspect of life might impact on a career with Blossom Education Limited or accessing services, individuals can request a completely confidential discussion with our Safeguarding Coordinator, Siobhan Siddy.

CONFIDENTIALITY

Blossom will never divulge personal information or discuss any client information with any third party unless we have the express, written permission of the client. The only exception to this will be where we believe that the safety of a child or vulnerable adult is at risk. Where this is the case, Blossom will always aim to discuss with the client first wherever possible, and the information will only be shared with the relevant agencies on a need-to-know basis. Please see our Safeguarding Policy for further information. Information will never be shared with a private third party under any circumstances (for example family or friends).

WHISTLEBLOWING

If any individual is worried that something is wrong during their dealings with Blossom, they should not keep it to themselves. Unless they tell their supervisor, line manager or coordinator where these are in position, the chances are that Blossom may find out too late that the concern was justified. Individuals should raise any worries while they are still just a concern—Blossom will not ask for proof of concerns, and offers these as brief guidelines:

- Keep it in perspective—there may be an innocent explanation
- Stay calm—you're doing the right thing
- If, for any reason, the individual is worried about raising it with their supervisor, line manager or coordinator where these are in position, they can also report concerns directly to your local Children's Social Services. This also applies if the individual feels their concerns have not been dealt with appropriately within Blossom Education Limited or by their health professional contact.

Blossom Education Limited (t/a Blossom Antenatal)

Registered Company Address: 104 Whitmore Road, Harrow, Middlesex, HA1 4AQ

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Individuals may also call the independent whistleblowing charity:

Public Concern at Work
020 7404 6609
helpline@pcaw.co.uk

or contact the Protect hotline for expert, practical advice by telephone on 020 3117 2520 or via their webform (<https://protect-advice.org.uk/contact-protect-advice-line/>) or contact the NSPCC Helpline on 0808 800 5000

Using these whistleblowing actions appropriately will not prejudice individuals' own position or prospects or that of any service users.

ONLINE SAFETY AND VIRTUAL MEETINGS

All tutors should follow the rules below:

1. Ensure that clients are appropriately dressed for the class – if this is not the case, the tutor should end the session immediately.
2. Clients:
 - In order to keep Blossom's meetings secure, participants will receive an email reminder one hour before each class, including the Zoom meeting ID for online classes.
 - Participants must not share the details with any other parties.
 - Participants should be assured that our classes are not recorded.
 - Blossom requests that class participants join online classes with their videos on and are notified with the following in advance of the class:

Cameras on, please

We often don't feel "camera-ready", we want to make sure that our classes are a safe and secure place for people to share. We ask you to join the class with the camera on just to make your introductions at the beginning. This allows the teacher to see everyone and allow for a much more relaxed class. If you prefer to turn it off to listen after that, that's fine although parents often feel more connected when they keep the camera on. If for any reason you are not able to use your camera or would particularly like to leave it off throughout the class, please email us in advance so that we can let your class teacher know. Please ensure that you are appropriately dressed for the class.