

# Email templates for whistleblowing reports

Safeguarding and Complaints

**Centre**

<https://centrethinktank.co.uk/>

**Date these procedures came into effect:** 01/01/2026

**Date these procedures must be updated by:** 01/01/2027

**This document sets out:** What emails to send to someone who has made a whistleblowing report. It also includes what emails to send to those people who are informed about a whistleblowing issue.

**Who is covered by this policy?** This policy applies to all members of Centre. This includes the: Administration, Spokespeople, Regional/State Chairs, ex-members of Centre and members of Centre Students. You can also raise a whistleblowing report as a member of the public about an incident that has happened to you or someone else.

Part one

# Overview



**Acknowledging the whistleblowing report has been received (this needs to be done within 3 days)**

Dear [insert name]

This is just a brief acknowledgement that I have received your whistleblowing report and that it will be dealt with within three months.

The case number you should use in all emails referring to this case is [insert random number here].

You should also make sure to write down this number just in case you lose access to your email address.

If, at any point during this process you need pastoral support, then you can contact them at [pastoral.care@centrethinktank.co.uk](mailto:pastoral.care@centrethinktank.co.uk)

Yours,  
[Insert your name here] (Deputy) Head of Complaints

Note: Copy and paste this into Excel to get a random number for the case:  
=RANDBETWEEN(1,10000)

**Email the person the whistleblowing report is from to tell them that you are starting an investigation into their report**

[insert case number]

Dear [insert name]

This is to let you know that I have begun an investigation into the whistleblowing report you submitted.

[insert any questions you have about the whistleblowing issue that may help you to clarify the situation]

Yours,  
[Insert your name here] (Deputy) Head of Complaints



**Email the person the whistleblowing report is from to let them know the result of their report**

[insert case number]

Dear [insert name]

This is to let you know that I have completed the investigation into the whistleblowing report you submitted.

The outcome is that [we have decided to take no further action because.../any new policies put in place/whether any members were suspended or removed although not using any information that could identify them].

If you are unhappy with the result of this investigation, then you may submit an appeal.

Yours,

[Insert your name here] (Deputy) Head of Complaints

**Ensuring these measures are kept up to date.** These measures will be kept up to date to ensure our organisation can prevent mistakes from happening or to learn from them if they do occur. They will be reviewed once a year, if an incident occurs or if there is a 'near miss'.

**Availability of these measures.** To ensure these measures are accessible to those who may need to consult them or to go through the processes in this document, this will be available on our website. A copy of this policy will also be sent to every member of the Centre when it is updated via email.

**Have any ideas to make these procedures better?** Let us know by submitting any ideas on the "Contact" page of our website.

**Centre**

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