

## Additional Information which you may find useful

### Whistleblowing

The Department of Education provides advice to teachers who wish to make disclosures of information relating to malpractice by their employers or colleagues at work in its circular, TNC 2005/4, which can be found [here](#).

### Anonymous Correspondence

Anonymous letters and other unsolicited messages containing allegations without the sender's full name and contact details will be noted and recorded, but no further actions will ensue based **solely** on such correspondence due to the lack of detail of who to interact with. However, ETI may seek further clarification and follow up on an area that is highlighted in such correspondence more generally with organisations, to seek assurance on issues such as, for example, safeguarding matters.

### Getting help to make your complaint

We understand that you may be unable, or reluctant, to make a complaint yourself. We accept complaints from representatives on behalf of people, although we usually request evidence of consent for a representative to act on your behalf. If you have any specific requirements or accessibility needs to enable you to make a complaint, feel free to raise these with us.