



WHISTLEBLOWING POLICY

1 Introduction

The purpose of this policy is to set out the parameters within which colleagues can raise any concerns they may have about the conduct of others or the way in which the organisation is run. It is important to the organisation that any fraud, misconduct or wrongdoing by employees or contractors/workers of the organisation is reported and properly dealt with. Workers are encouraged to raise their concerns.

The organisation is committed to achieving this through:

- setting high standards of expectation consistent with the school community expectations of our organisation and relevant professional standards;
- the application of consistent and fair procedures in accordance with good practice and equal opportunities;
- adhering to the employment legislation and guidance in relation to time off.

This policy sets out how a worker can make a disclosure under the Public Interest Disclosure Act 1998.

2 Scope

This policy applies to all employees including, temporary, fixed term, apprentices and casual workers and volunteers regardless of length of service, and contractors.

The law provides protection for workers who raise legitimate concerns about specified matters. These are called “qualifying disclosures”. A qualifying disclosure is one made in the public interest by a worker who has a reasonable belief that any of the following is being, has been, or is likely to be, committed:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation;
- concealment of any of the above.

The organisation takes its responsibility of care for its students seriously and fully endorses the principles and practice of Every Child Matters. The organisation will investigate thoroughly, any possibility that an employee may have harmed a student, but in a way that does not prejudice either the student or the employee.

Qualifying disclosures related to safeguarding and low-level concerns will be investigated in accordance with Keeping Children Safe in Education, the Disciplinary Policy and the stages as outlined below.

It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient. The worker has no responsibility for investigating the matter – it is the organisation's responsibility to ensure that an investigation takes place.

A worker who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

If an employee is concerned that his or her own contract of employment has been, or is likely to be breached, the employee should use the school's Grievance Policy to raise a complaint.

3 Legal Protection

Exceptionally, the Act offers protection in respect of disclosures made to people or bodies but only when, all things considered, it is reasonable to do this and the disclosure is not made for personal gain. In addition, one of the following must apply:

- the matter must have been raised already with the employer and/or relevant regulatory body;
- you reasonably believed that you would be victimised if you raised the matter internally;
- there is no relevant regulatory body, and you reasonably believed that evidence was likely to be concealed or destroyed;
- your concern is of an "exceptionally serious" nature, which is for you to determine.

4 Procedure – Stage 1

In the first instance, and unless the worker reasonably believes his/her line manager to be involved in the wrongdoing, or if for any other reason the worker does not wish to approach his/her line manager, any concerns should be raised with the worker's line manager. If he/she believes that manager to be involved, or for any reason does not wish to approach that manager, then the worker should proceed straight to stage 3.

5 Procedure – Stage 2

The line manager will arrange an investigation into the matter (either by investigating the matter him/herself or immediately passing the issue to someone in a more senior position). The investigation may involve the worker and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. The worker's statement will be taken into account and he/she will be asked to comment on any additional evidence obtained.

The line manager (or the person who carried out the investigation) will then report to the Governing Body, which will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency.

If disciplinary action is required, the line manager (or the person who carried out the investigation) will instigate the disciplinary procedure. On conclusion of any investigation, the worker will be told the outcome of the investigation and what the organisation has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

6 Procedure – Stage 3

If the worker is concerned that his/her line manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the board, he/she should inform the Chair of Governors (via the Clerk to the Governing Body, in writing marked Private & Confidential), who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make his/her own report to the board as in Stage 2 above.

If for any other reason the worker does not wish to approach his/her line manager he/she should also in the first instance contact Chair of Governors. Any approach to the Chair of Governors will be treated with the strictest confidence and the worker's identity will not be disclosed without his/her prior consent.

7 Procedure – Stage 4

If, on conclusion of Stages 1, 2 and 3, the worker reasonably believes that the appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- HM Revenue & Customs;
- the Financial Conduct Authority (formerly the Financial Services Authority);
- the Competition and Markets Authority;
- the Health and Safety Executive;
- the Environment Agency;
- the Independent Police Complaints Commission;
- the Serious Fraud Office.

As with internal disclosure, before referring to one of these bodies, you should consider whether you honestly and reasonably believe that your concerns are well founded and that any allegations you are about to make are substantially true.

8 Data Protection

The organisation will comply with the provisions of UK data protection law. Employee data will be processed in accordance with the principles of that legislation, as necessary for the performance of the contract of employment and as set out in the organisation's privacy notice. Personal

information about employees, including information in personnel files, will be held securely and privately in accordance with the organisation's Data Protection Policies and Procedures.

Minutes of formal meetings will be given to the employee for information and copies of notes, letters and other relevant documentation should be retained on file.

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