

## **Whistle blowing policy**

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Committee Responsible:	Personnel
Monitoring cycle :	Every 3 years

### 1. Aims

This policy aims to:

- Encourage individuals affected to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated, and that their confidentiality will be respected
- Let all staff in the school know how to raise concerns about potential wrongdoing in the school
- Set clear procedures for how the school will respond to such concerns

### 2. Definition of whistle-blowing

Whistle-blowing covers concerns made that report wrongdoing that is “in the public interest”.

Examples of whistle-blowing include (but are not limited to):

- › Criminal offences, such as fraud or corruption
- › Pupils’ or staff health and safety being put in danger
- › Failure to comply with a legal obligation or statutory requirement
- › Breaches of financial management procedures
- › Attempts to cover up the above, or any other wrongdoing in the public interest
- › Damage to the environment

A whistle-blower is a person who raises a genuine concern relating to the above.

When staff have a concern they should consider whether it would be better to follow our staff grievance or complaints procedures. They should also consider if this links to the safeguarding procedures and refer to the statement of procedures for dealing with allegations against staff.

### 3. Procedure for staff to raise a whistle-blowing concern

#### 3.1 When to raise a concern

Staff should report:

- Any behaviours or situation which may give rise to complaint, misunderstanding or misinterpretation.
- Any difficulties you or others experience, e.g. coping with an unruly child, situations you anticipate you or others may not be sufficiently qualified, trained or skilled to deal with or handle well.
- Any behaviour of another person working for the school which give you cause for concern. Your concern will be treated with confidentiality and the Headteacher will keep you informed of any action that is taken as a consequence.

**We also have a duty to report any concerns regarding the management of the school and its finances, particularly in regard to the following:**

- Any unlawful act, whether criminal or a breach of civil law.
- Maladministration, as defined by the Local Government Ombudsman.
- Breach any statutory Code of Practice.
- Breach of, or failure to implement or comply with Financial Regulations or Standing Orders.
- Any failure to comply with appropriate professional standards.

- Fraud, corruption or dishonesty.
- Actions which are likely to cause physical danger to any person, or to give rise to a risk of significant damage to property.
- Loss of income to the school.
- Abuse of power, or the use of the school's powers and authority for any unauthorised or ulterior purpose.
- Discrimination in employment or the provision of education.
- Any other matter you consider you cannot raise by any other procedure.

### **3.1 How to raise the concern**

Staff should report their concern to the Headteacher. If the concern is about the Headteacher or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the chair of Governors.

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.