

Whistleblowing Policy

Date Approved by Trustees: 20 June 2017

Next Review (annual): Summer 2018

Signed by Head Teacher:



Signed by Chair of Trustees:



Summary

The leadership at St Mary's Norwood Green Primary School is committed to achieving the highest possible standards of service and ethics in all its activities. School employees are encouraged to bring to the Head Teacher's attention any misconduct, suspected misconduct, malpractice, illegal acts or child protection issues. In the case of whistleblowing where the subject is the Head Teacher, staff should contact the Chair of Trustees. The Whistleblowing Policy has been developed so that staff will know how to raise concerns in the right way at an early stage, and that managers understand their responsibilities in relation to allegations of misconduct and impropriety.

Employees who make a disclosure reasonably believing that:

- a) A criminal offence has been committed, is being committed or is likely to be committed;
- b) A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject;
- c) A miscarriage of justice has occurred, is occurring or is likely to occur;
- d) The health or safety of any individual has been, is being or is likely to be endangered;
- e) The environment has been, is being or is likely to be damaged;
- f) Information tending to show any matter falling within any one of the preceding paragraphs has been or is likely to be deliberately concealed, are protected by law (under the Public Interest Disclosure Act 1998) from any victimisation for having raised these issues.
- g) the Prevent Duty is not being carried out and pupils and staff are at risk of radicalization and extremism.

Standard

This policy should be used when employees have concerns that the interests of others or the school (and therefore its staff and pupils) are at risk, *e.g.*:

- Criminal activities and any activities, suspected or ongoing, which may break the law (including fraud or any form of child abuse);
- Disregard for legislation, policies and procedures;
- The mistreatment of a service user which may endanger the health and safety of that service user.

This list is not exhaustive.

Employees raising issues, and managers investigating them, will suffer no detriment as a result, provided they act in good faith--i.e., they genuinely believe that there is, or may be, substance in their allegations. The LDBS Academies Trust (LAT) will not tolerate any harassment or victimisation of a whistleblower (including informal pressures), and will treat this as a serious disciplinary offence, which will be dealt with under the Disciplinary Code. An employee whose concerns are raised under this procedure will receive the same protection from victimisation under the Public Interest Disclosure Act 1998.

Procedures

- An employee can raise concerns orally or, preferably, in writing.
- Any concerns raised by an employee will be dealt with promptly.
- The concerns will be considered as thoroughly as possible by the most relevant person, whether this is the Head Teacher or the Chair of Trustees.
- Employees have the right to seek assistance and advice from trade union representatives or colleagues, and to be accompanied by a trade union representative or colleague at all meetings held under this procedure.
- St Mary's Norwood Green Academy Trust will not tolerate complaints which are deliberately made without substance, or are frivolous or malicious. Such cases will be dealt with very seriously and formal disciplinary action may be considered.

This policy does not restrict employees' rights to raise their concerns outside the school (e.g. with the Audit Commission, the Environment Agency, the Health and Safety Executive, Channel panels/LA Prevent leads, or the police), but is intended to facilitate speedy internal investigation and resolve employees' concerns, so that they do not need to refer to external agencies.

Responsibilities of the Head Teacher and Chair of Trustees

The Head Teacher will:

- Deal promptly and fairly with any concerns raised under this policy in accordance with the procedure set out in Appendix 1;
- Make sure that the employee's concerns are appropriate for consideration under this policy as against another procedure: e.g., grievance or disciplinary procedures. If the concerns are not appropriate to this policy, refer them to the correct procedure;
- Immediately refer matters concerning Child Protection or fraud to the appropriate external agency;
- Support and facilitate the employee in pursuing whistleblowing concerns;
- Maintain confidentiality throughout any proceedings;
- As far as possible, withhold the identity of the employee who has raised the concerns, if the employee has so requested (the Head Teacher / Chair may be obliged in some circumstances to reveal the name of the employee who has raised concerns, in which event the situation should be discussed with the employee before proceeding);

- Keep the employee apprised of progress in investigating and resolving their concerns;
- Advise the employee that they have the right to bring a trade union representative or a colleague/friend to any meetings under this policy;
- Implement any actions/recommendations arising from the investigation into the employee's concerns;
- Not allow the employee to suffer any detriment as a result of raising their concerns (to do so would be unlawful under the Public Interest Act 1998), and
- Investigate anonymous complaints as far as practicable.

Employees' Responsibility

Employees must

- Raise concerns (orally or in writing) in confidence with the Head Teacher (or in the case of the Head Teacher being the person involved, the Chair of Trustees) at the earliest possible moment. In exceptional circumstances, employees may raise concerns with a manager who is outside their service; in these cases they should approach:
 - The London Diocesan Board for Schools or
 - The school's Auditors, Williams Giles;

OR:

- If none of the above are possible, use the OFSTED Whistleblowing Hotline or the Fraud and Whistleblowing hotline;
- Never carry out their own investigation;
- Assist with any investigation into their concerns, including attendance at meetings, replying to requests for information, and providing signed statements as appropriate;
- Pass any evidence to the person investigating;
- Follow the stages of the procedure in correct sequence;
- Always act honestly and in good faith when raising and pursuing concerns through this policy, and
- Inform the investigating manager/official if they have a personal interest in the matters under investigation.

Employees must not:

- Carry out their own investigations.

Employees are encouraged to raise "whistleblowing" concerns in the first instance via this policy rather than going straight to external agencies. Reporting concerns to, e.g., the press, may seriously undermine any investigation into the issues of concern.

Advice can be obtained from a trade union representative or "Public Concern at Work" (phone 020 7404 6609; web: www.pcaw.co.uk), an independent charity which gives advice on how to raise concerns about serious malpractice at work.

Appendix 1

Raising concerns internally

Step 1

- 1) The employee may raise their complaints orally or, preferably, in writing to the Head Teacher and detail the issues about which they are concerned.
- 2) If it is not appropriate to raise these concerns with the Head Teacher (e.g., because they are about the Head Teacher's conduct), the employee may refer matters to the next most senior member of staff, or the Chair of Trustees. In exceptional circumstances, employees may raise concerns with the LDBS; in these cases they should approach
 - Robert Bullett, 0207 932 1151 (LDBS HR)
 - Alternatively, employees can use the appropriate Whistleblowing Hotline to report concerns.
- 3) The Head Teacher will confirm that the employee's concerns are appropriate to this procedure; if not, the employee should be transferred to the appropriate procedure.
- 4) The Head Teacher will meet the employee as a priority and gather as much information as possible.
- 5) The Head Teacher will assess what action is necessary to investigate and respond to the employee's concerns. They will write to the employee within five days of the meeting summarising the employee's concerns and informing them as to how these will be investigated. The Head Teacher will also inform the employee of the timescales within which the investigation will be completed.
- 6) When considering the action needed to investigate and address the employee's concerns, the Head Teacher may seek advice and direction from appropriate agencies.
- 7) The employee will be informed in writing of the outcome of the investigation. The employee will receive as much feedback as possible, subject to the school's duty of confidence to other parties who may be involved.

Step 2

- 1) The employee may proceed to step 2 and refer their concerns to the Chair of Trustees, if they
 - Remain dissatisfied with the response in step 1, or
 - Have not received a response to their concerns within the timescales set out by the manager in step 1.
- 2) The Chair of Trustees will take appropriate actions such as:
 - Reviewing the investigation to date and giving instructions on its further conduct
 - Assuming responsibility for an investigation in progress
 - Initiating an investigation
 - Delegating an investigation to an appropriate external agency
 - Apprising the Board of Trustees of the employee's concerns and actions taken thus far.
- 3) The Chair of Trustees will inform the employee in writing about action to progress the investigation, with timescales and/or their decision in relation to the employee's further representations. The employee will receive as much feedback as possible, subject to the school's duty of confidence to other parties who may be involved. In some cases the St Mary's Norwood Green Academy Trust may carry out the investigation and report the outcome.