



WHISTLE BLOWING POLICY

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Scope of this policy

1 Policy Statement

- 1.1 This policy and the accompanying procedure on 'whistle-blowing' enables members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides, if necessary, for such concerns to be raised outside the School.

2 Elements of the Policy

- 2.1 The policy on 'whistle-blowing' is intended to demonstrate that the School:
 - 2.1.1 will not tolerate malpractice;
 - 2.1.2 respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.
 - 2.1.3 will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
 - 2.1.4 will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

3 Procedure

- 3.1 This procedure is separate from the School's procedures regarding grievances. Employees should not use the 'whistle-blowing' procedure to raise grievances about their personal employment situation. Such grievances should be represented in accordance with the procedures contained within the Teaching Staff or Support Staff Grievance Procedure as appropriate.
- 3.2 Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the School policies, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

4 Confidentiality

- 4.1 Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate, to preserve confidentiality, that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If



there is evidence of criminal activity, then the Police will, in all cases, be informed.

5 The Investigation

- 5.1 A member of staff is at liberty to express their concern to a member of the SLT.
- 5.2 Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible, and subject to third party rights, will be informed of the resolution.
- 5.3 Where all procedures have been exhausted, a member of staff shall have a right of access to the General Manager.

6 External Procedures

- 6.1 Although it is hoped that all issues can go through the outlined procedures, a member of staff may be entitled to raise a concern directly with an external body, such as the Health and Safety Executive or the Police, where the employee reasonably believes that:-
 - 6.1.1 exceptionally serious circumstances justify it;
 - 6.1.2 the School would conceal or destroy the relevant evidence;
 - 6.1.3 they would be victimised by the School.

7 Malicious Accusations

- 7.1 False, malicious, vexatious or frivolous accusations will be dealt with under the School's Disciplinary Procedures.

8 Protection from Reprisal or Victimisation

No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith.