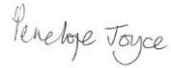


Whistleblowing Policy

Leehurst Swan School



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| Approved by: |  Headmaster  Representative of Governing Body | Date: 02/09/2019 |
| Last reviewed on: | 28/08/2019 | |
| Next review by: | 02/09/2021 | |

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1. Aim of Policy

This policy applies to the whole school including the EYFS. The School has adopted this policy and the accompanying procedure on whistle-blowing to enable 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 organisation.

The school's policy on whistleblowing is intended to demonstrate that the School:

- will not tolerate malpractice, unsafe practice;
- respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as it is consistent with handling the issues effectively;
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
- will invoke the School's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations;
- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff
- will support staff who wish to draw attention to unsafe practice or potential failures in school safeguarding arrangements.

2. Procedure

This procedure is separate from the School's adopted procedures regarding grievances. Employees should not use the whistle-blowing procedure to raise grievances about their personal employment situation.

This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the School.

Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of conduct, 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.

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If there is a safeguarding issue the Safeguarding Policy will be followed.

3. Confidentiality

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. The person listening to the concerns should make notes of the meeting and these should be agreed, signed and dated by themselves and the person raising the concern.

4. The Investigation

A member of staff will be at liberty to express their concern to either the Headmaster or the HR manager. It should be made clear that a wrong-doing is being reported and that action is needed. If a member of staff has a concern regarding the Headmaster they should approach the Chair of Governors.

Any concern raised will be investigated thoroughly. The investigation will commence within one week 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.

A member of staff who is not satisfied that their concern is being properly dealt with will have the right to raise it, in confidence and informally, with any school governor either by telephone, letter or other form of communication. Other whistleblowing channels are open to staff where a staff member feels unable to raise an issue with their employer or feels that their concerns are not being addressed, for example:

- Wiltshire County Council: 01225 718020
- NSPCC whistleblowing helpline: 0800 028 0285
- Other (ISI, ISA, IAPS)

General guidance can be found at www.gov.uk: Whistleblowing for employees

5. External procedures

It should be noted that, under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body where the employee reasonably believes:

- That exceptionally serious circumstances justify it;
- That the School would conceal or destroy the relevant evidence;
- Where they believe that they would be victimised by the School;

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- Where the Secretary of State has ordered it.

6. Malicious Accusations

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

7. Protection from Reprisal or Victimisation

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