



## **Whistleblowing Policy**

**Date:** Autumn 2017  
**Review Date:** Autumn 2018

## **1. Introduction**

If you have concerns about something that is happening at work which you think could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a child or be dangerous to the public or the environment, it is important that you know what you can do to bring it to the attention of the relevant people.

The School is committed to achieving the highest possible standards of service and ethical standards in public life and it is important to us that you are not worried about raising such issues and do not feel that reporting them is either not your business or would be disloyal to colleagues, managers or to the organisation.

It is also important that if you decide to say something that you know the appropriate way to do it.

The Governing Body has introduced this whistleblowing policy and procedure in line with the Employment Rights Act 1996 as amended by the Public Interest Disclosure Act 1998 (<http://www.opsi.gov.uk/acts/acts1998>) to enable workers to raise issues of concern in an appropriate manner.

The term worker broadly includes employees, volunteers, independent contractors, agency workers, trainees and a person who is or was subject to a contract to undertake work or services for the School

This policy is primarily for raising concerns where the well being of others, and/or of the organisation itself, is thought to be at risk.

## **2. Aims of the policy**

This policy aims to:

- Encourage you to feel confident in raising concerns.
- Provide avenues for you to raise concerns and receive appropriate feedback.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from any reprisals or victimisation by the School or individuals within the school, if you have a reasonable belief that the matter disclosed tends to show wrongdoing and you have made the disclosure in an appropriate manner and in good faith.

### **3. What to raise concerns about – what is a ‘whistleblow’?**

The Public Interest Disclosure Act lists things about which concerns can be raised as a whistleblow.

The concerns must fall under one or more of the following points:

- That a crime has been committed, is being committed, or is likely to be committed. Examples might be child abuse, the abuse of any other vulnerable clients, theft or fraud.
- That a person has failed, is failing, or is likely to fail to comply with any legal obligation to which he is subject. Examples might be breach of contract, failure to have insurance, breach of admissions or Child protection requirements
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health and safety of an individual has been, is being, or is likely to be endangered.
- That the environment has been, is being or likely to be damaged
- That information tending to show any of the points above has been concealed or is likely to be deliberately concealed.

Please see the School's Grievance policy for raising concerns you may have which don't fall under these points. (example of these might be about your working practice, management or issues such as bullying.)

### **4. Our assurances to you to protect you**

The Governors and School Leaders are committed to this policy. If you make a disclosure on one or more of the matters listed above and you have a reasonable belief that your concern is real and you are acting in good faith, you will not suffer any detriment, even if after investigation it transpires that your concern is unfounded.

#### Your identity

Your identity will be held in confidence and shared only between the persons directly involved with managing your concern and with your full knowledge.

We will not tolerate the harassment or victimisation of anyone raising a genuine concern. If such harassment or victimisation should occur, you should write to the Headteacher or the Chair of the Governors who will deal with the matter.

However, we recognise that you may nonetheless want to raise a concern in confidence. If you ask us to protect your identity, we will not disclose it without informing you. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court or a child's safety is in jeopardy) we will discuss with you how we can proceed.

If however you do not tell us who you are at all and you submit an entirely anonymous concern for us to consider, it will be much more difficult for us to look into the matter, protect your position, report findings or to give you feedback. Accordingly, while we will consider anonymous reports, it will not be possible to apply all aspects of this policy for concerns raised in this way.

## **5. How to raise a concern internally**

### Stage one

If you have a concern about malpractice, we hope you will feel able to raise it first with your Line Manager. This may be done orally or in writing.

Please say if you are doing this in confidence. The person you contact can then make appropriate arrangements and plans for pursuing your concern.

### Stage two

If you feel unable, for whatever reason, to raise the matter with your Line Manager under stage one or you feel that they did not deal with it in a suitable way, please raise the matter with the Headteacher.

[headteacher@goosegreenprimaryschool.org](mailto:headteacher@goosegreenprimaryschool.org)

### Stage three

If stage one and/or two have been followed and you still have concerns, or if you feel that the matter is such that you feel you cannot raise it with your Line Manager or Headteacher, for example because it concerns them or it is very serious, please write to Chair of Governors - Bridie Tooher

[chair@goosegreenprimaryschool.org](mailto:chair@goosegreenprimaryschool.org)

## **6. How to raise concerns about fraud**

Disclosures concerning fraud should be made to the Headteacher, and the Chair of Governors and is dealt with by the school's Fraud Policy.

## 7. Independent advice

If you are unsure whether to use this the whistleblowing procedure or you want independent advice at any stage, you may contact your trade union. Find below the numbers of some Unions

**UNISON:** 020 7525 6030, **TGWU:** 020 7277 1792, **GMB:** 020 7525 2401, **NEU:** 0345 811 8111, **NASUWT:** 020 8469 3475, **NAHT:** 020 7407 2600, **ASCL:** 020 7407 1843, **BCSA:** 020 8690 8311

Otherwise contact the independent charity **Public Concern at Work:** 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

## 8. How we will handle the matter

1. We will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation.
2. We will write to you within 10 working days of receipt of your complaint, if we know who you are, summarising your concern and setting out how we propose to handle it and provide you with details of the officer handling the matter and how you can contact him or her. If you raise concerns anonymously, the school may not be able to investigate properly if you have not provided all the information required and will not be able to tell you the outcome. We will always write to you at your home address, unless you tell us not to, and work with any union representative you ask to be involved to support you.
3. The investigations will be conducted on a strictly confidential basis and the subject(s) of the complaint will not be informed unless and until it becomes necessary.
4. We will give you as much feedback as possible. However, please note that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else. (e.g. should it be necessary to carry out formal disciplinary or capability procedures)
5. We will ensure that we inform the Headteacher that you have raised a concern under the Whistleblowing Policy (if they are not already involved) and provide them with details of your complaint.

The Headteacher will keep a central record of all such complaints and where the complaint was not raised directly with them, keep a watchful eye on the progress of the investigation and of action taken.

## 9. External contacts and support

While we hope this policy gives you the reassurance you need to raise such matters internally, we would rather you raised a matter with the appropriate regulator than not at all. Provided you are acting in good faith and you have evidence to back up your concern, you can also contact the following persons / bodies externally to our school.

Child Protection/safeguarding – Southwark's Local Authority Designated Officer (LADO) at the Local Authority Quality Assurance Unit.  
Tel: 0207 525 3297 or 0207 525 0689.

Children's Society. Edward Rudolph House, 69 Margery Street WC1X 0JL  
Tel: 020 7837 4299.

Audit Commission Whistleblowing hotline, (matters of fraud or corruption)  
Tel: 0845 0522 646.

Health and Safety Executive, St Dunstan's House, 201 Borough High Street, SE1 1GZ. Tel: 020 7556 2100.

Commission for Racial Equality. Elliot House, 10 Allington Street, SW1E 5EH  
Tel: 020 7828 7022.

Equal Opportunities Commission, Overseas House, Quay Street  
Manchester M3 3HN. Tel: 0161 833 9244.

National Disabilities Council. Caxton House, Tothill Street, SW1H 9NA  
Tel: 020 7273 6190.

Independent Advocacy Service. (Community Care services for adults)  
Cambridge House, 151, Camberwell Road, SE5 0HF. Tel: 020 7703 0261.

Standards Board for England & Wales, First Floor, Cottons Centre, Cottons Lane, London, SE1 2QG. Tel: 0845 078 8181

If you do not feel able to raise your concern in the ways outlined above, you should consult the Public Interest Disclosure Act <http://www.opsi.gov.uk/acts/acts1998> for information about other routes by which a disclosure may be made.

## 10. How to raise concerns about other matters

The Whistleblowing Policy is designed to sit alongside the School's Grievance Procedure Policy and Complaints Procedure Policy. As a guideline, concerns raised through these routes, are as follows:

**Employment related issues** should be raised through the School's Grievance Procedure.

**Complaints about Governors** should be raised through the School's Complaints Procedure.

ADOPTED AND SIGNED ON BEHALF OF THE SCHOOL GOVERNING BODY:	Bridie Tooher
SIGNATURE OF GOVERNING BODY REPRESENTATIVE:	
NAME OF HEADTEACHER:	Simon Wattam
SIGNATURE OF HEADTEACHER:	
DATE:	Autumn 2017
REVISION DATE:	Autumn 2018