

**Hillside Primary School**

# **Whistleblowing Policy**



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## Introduction

Hillside Primary School is committed to the highest possible standards of openness, probity and accountability and we encourage employees and others working with us to raise any concerns about any aspect of our work to come forward and voice those concerns. In some instances, concerns may need to be expressed on a confidential basis.

This procedure encourages employees to raise serious concerns, without fear of reprisal or victimisation, internally within the School rather than over-looking a problem or raising the matter outside.

It applies to all employees, agency workers and those contractors working on the School premises, for example, cleaners, and lunchtime staff. It also covers suppliers and those providing services under a contract with the School.

## Other complaints procedures

This procedure is separate from the School's Complaints Policy and other statutory reporting procedures applying to some directorates. The Headteacher is responsible for making staff and others aware of these procedures.

Any investigation into allegations of potential malpractice under this procedure will not influence or be influenced by any disciplinary or redundancy procedures that already affects an individual.

## Relationship to other policies

This policy relates especially to the Safeguarding Policy, Finance Policy, Staff Code of Conduct Policy, Allegations of Abuse Policy, Prevent Policy and the Staff Discipline and Grievance Policy.

## Aim and scope

This procedure aims to ensure individuals are:

- encouraged to feel confident in raising serious concerns and to question and act upon concerns about practice
- provided with avenues to raise concerns and receive feedback on any action taken
- given a response to their concerns and are aware of how to pursue them if not satisfied
- reassured that they will be protected from reprisals or victimisation if they have a reasonable belief any disclosure has been made in good faith

There are existing procedures in place to enable individuals to lodge a grievance including issues relating to harassment and bullying. This procedure is intended to cover concerns that fall outside the scope of other procedures.

These include:

- conduct which is, has been or is likely to be an offence or breach of law
- conduct that has occurred, is occurring or is likely to occur the result of which the School fails to comply with a legal obligation. For example unauthorised use of public funds, possible fraud and corruption, sexual or physical abuse, or other unethical conduct, discrimination of any kind; and waste/frivolous expenditure

- disclosures related to past, current or likely miscarriages of justice
- past, current or likely health and safety risks, including risks to the public as well as other employees (see below)
- past, current or likely damage to the environment
- Concerns about any aspect of School activities or the conduct of staff or the School

Governors or others acting on behalf of the School, can be reported under the Whistleblowing Procedure. This may be about something that you:

- feel uncomfortable about in terms of known standards, your experience or the standards you believe the School subscribes to;
- or is against the School's policies;
- or falls below established standards of practice;
- or amounts to improper conduct .

### **Confidentiality**

All concerns raised will be treated in confidence and every effort will be made not to reveal your identity if this is your wish. However, in certain cases, it may not be possible to maintain confidentiality if you are required to come forward as a witness.

### **Anonymous allegations**

Whenever possible you should put your name to your allegation as concerns expressed anonymously are much less powerful than those that are attributed to a named individual. However anonymous allegations will be considered and investigated at the School's discretion.

In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources.

### **Untrue allegations**

If you make an allegation in good faith that is not subsequently confirmed by an investigation, no action will be taken. Disciplinary action will only be taken against individuals who knowingly make false, malicious or vexatious allegations.

### **How to raise a concern**

#### **General**

Concerns should remain confidential and only raised verbally or in writing, with the people discussed below. A concern raised in writing should:

- set out the background and history of the concern, giving names, dates and places where possible
- give the reason why you are particularly concerned about the situation.

The earlier a concern is raised the easier it is to take action. Although you are not expected to prove beyond doubt the truth of an allegation, you need to demonstrate to the person contacted that there are sufficient grounds for your concern.

A trade union or professional association may raise a matter on behalf of an employee.

## **Step One - raising a concern**

Whenever possible you should raise your concern with the Headteacher (Simon Minter) or if this is not appropriate, you should approach the Chair of the Governing Body (Trevor Wainwright), or the Vice-Chair of the Governing Body/Lead Safeguarding Governor (Wendy Griffiths) - the School office will give you their contact details on request.

Where the concern is based around safeguarding/child-protection you should also refer to the school's Safeguarding and Child Protection Policy.

All suspected financial irregularities must be reported to the Chair of the Full Governing Body.

## **Step Two - how the School will respond**

The action the School takes will depend on the nature of the concern. The matters raised may:

- be investigated internally by the headteacher, or by the Chair or Vice-Chair of the Governing Body
- be referred to the Police/LADO
- be referred to the External Auditor
- form the subject of an independent inquiry.

In order to protect individuals and NCC, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (e.g. child protection or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received
- indicating how the School proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- informing you if any initial enquiries have been made
- whether further investigations will take place and, if not, why not

## **Contact**

The amount of contact between those considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

## **Attending meetings**

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

## **Support**

The School will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the School will advise or arrange for you to have advice about the procedure.

The School will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

The School accepts that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

### **How the matter can be taken further**

This procedure is intended to provide individuals with an avenue to raise concerns within the School.

If you are not satisfied, and feel it is right to take the matter further, the following are possible contact points:

- Public Concern at Work on 020 7404 6609
- a local Norfolk County Council member
- relevant professional bodies or regulatory organisations
- a Solicitor
- the Police

If a matter is taken outside the School you **must** take all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the named contacts.

### **Public interest disclosure**

The Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information.

- An employee is entitled not to be subjected to any detriment by virtue of having made a protected disclosure.
- The dismissal of any NCC employee directly due to the individual having made such a disclosure will automatically be unfair

**Name/Signature of Governor:** Sue Stinton

**Name/Signature of Headteacher:** Simon Minter

**Date:** Feb 2016 (Updated Dec 17)

**Review date:** Feb 2019