



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 33 - Whistleblowing

This policy was last reviewed by Governors on 21<sup>st</sup> September 2016.

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee and the School Business and Development Manager

It is reviewed annually and will next be reviewed in September 2017.

### Introduction

**1** As an employee of a school, you may be the first to realise that there may be something seriously wrong within the organisation. However, you may not express your concerns because you feel that speaking up would be disloyal to colleagues or the organisation. You may fear harassment or victimisation, and think it may be easier to ignore the concern rather than report it.

**2** The Governors of the school are committed to the highest standards of openness, probity and accountability. In line with that commitment, we encourage employees, who have serious concerns about any aspect of the school's work, to come forward and voice those concerns.

**3** It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that staff can do so without fear of reprisals. This Whistle blowing Policy is intended to encourage and enable staff of the school, to raise serious concerns within the school rather than overlooking a problem or discussing it externally.

**4** In addition, the policy provides a means for you to raise a concern under the Public Interest Disclosure Act 1998, which provides you with a certain level of legal protection if you wish to raise legitimate concerns.

### What is whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- child protection and/or safeguarding concerns; \* See note at the end of this policy
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation or regulatory requirements;
- financial fraud or mismanagement;
- negligence;
- breach of the school's internal policies and procedures including its Code of Conduct;
- conduct likely to damage the School's reputation;
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters.

A **'whistleblower'** is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of the School's activities (a whistleblowing concern) you should report it under this policy.

**This policy should not be used for complaints relating to Staff's own personal circumstances, such as the way you have been treated at work. In those cases you should follow the Grievance Policy and Procedure.**

## **Rationale: Aims and Scope of the Policy**

- To provide avenues for you to raise concerns and receive feedback on any action taken
- To allow you to take the matter further if you are dissatisfied with the school's response and
- To reassure you that you will be protected from reprisals or victimisation for whistle blowing based on a reasonable belief that the disclosure is in the public interest, or from any form of workplace bullying or intimidation.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment with the school. This whistle blowing policy is intended to cover concerns that fall outside the scope of other procedures, although the school reserves the right to determine which procedure is appropriate.

Concerns to be reported under this policy may relate to something that:

- is unlawful
- is against the school's Contract Procedure Rules, Financial Procedure Rules or other policies
- falls below established standards or practice
- or amounts to improper conduct

## **Responsibilities**

- **The school Governing Body** has overall responsibility for:
  - maintaining and operating the policy
  - annual review of the policy
  - annual report on the effectiveness of the policy
  - approving amendments to the policy
  - promoting the policy periodically
  - maintaining a record of concerns raised and the outcomes (but in a form that does not endanger your confidentiality).
- **Croydon Council** has the responsibility to provide advice and support for whistle blowing matters.
- **Managers/Leaders** have the responsibility to undertake investigations without undue delay and to maintain confidentiality.
- **Employees** have the duty to raise issues of concern responsibly.
- **Others:** As an employee of a contractor of the school or a partner organisation, it is recognised that in some cases, you may have concerns which you may want to bring to our attention. The school is committed to encouraging all individuals, including non-school employees, to raise serious concerns with the organisation. Whilst we would seek always to protect the anonymity of individuals raising concerns based on a reasonable belief that the disclosure is in the public interest, the Whistle blowing Policy does not protect employees of external organisations in the same way as school employees. Nevertheless employees of a contractor should raise the matter internally by seeking to raise the allegation with the Headteacher.

## **Role of the HeadTeacher**

The Designated Officer will report to the Headteacher, Richard Parrish, who will be responsible for the commission of any further investigation.

### **Complaints about the Headteacher**

If exceptionally the concern is about the Headteacher, then complaints should be directed upwardly from the Designated person to LADO (via Chair of the Governors) without the Headteacher being informed. This may include an external investigation.

### **The investigation**

The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. If the complaint is safeguarding related the school will not undertake any investigation but will report immediately to the LADO. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of children or staff members, suspension from work may have to be considered immediately. **Protection of children and staff is paramount in all cases.**

The Designated Officer/Head/Chair of Governors will keep all information confidential, will not share it with the whistleblower and follows the LADO'S advice.

If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Rules and Procedure will be used.

Where there is no case to answer, but the employee held a genuine concern and was not acting maliciously, the designated officer should ensure that the employee suffers no reprisals.

Only where false allegations are made maliciously, will it be considered appropriate to act against the whistleblower under the terms of the Disciplinary Rules and Procedure.

### **Principles:**

#### **1. Safeguards**

**Harassment or Victimisation:** The school recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The school will not tolerate harassment or victimisation and will take action to protect you when you raise a concern based on a reasonable belief that the disclosure is in the public interest. This does not necessarily mean that if you are already the subject of procedures such as disciplinary, improving performance, grievance or managing attendance, that those procedures will be halted as a result of your whistle blowing.

Where feasible, you will be contacted when your concern has been investigated to ascertain whether you have suffered any detriment as a result of your whistle blowing. If at any time, either during or after the investigation, you feel that you have suffered any bullying or harassment as a result of your whistle blowing you should contact the Headteacher or the Chair of Governors.

**Confidentiality:** The school treats the details of all whistleblowers in confidence and will do its best not to divulge your identity. However, it must be appreciated that the investigation process may reveal the source of the information without us revealing your identity directly, and a statement by you may be required as part of the evidence.

**Anonymous Allegations:** Allegations can be made anonymously. However, this policy encourages you to put your name to your allegation, as concerns expressed anonymously are often much more difficult to investigate. For example, we may need to contact you to obtain further information or verify the details you have already given us.

Anonymous allegations will be considered wherever possible at the discretion of the school. The factors to be taken into account when determining whether an investigation in such a case can proceed would include:

- the seriousness of the issues raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from other, attributable sources

**Untrue Allegations:** If you make an allegation motivated by a reasonable belief that the disclosure is in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make malicious or vexatious allegations, appropriate action may be taken against you. From June 2013 an allegation need not be made in good faith, however a disclosure motivated by malice or revenge may affect the outcome of the process.

### **SPECIFIC SAFEGUARDING ISSUES**

Expert and professional organisations are best placed to provide up-to date guidance and practical support on specific safeguarding issues. For example, NSPCC offers information for schools on the TES website and also on its own website ([www.nspcc.org.uk](http://www.nspcc.org.uk)). In addition for staff who feel unable to raise an issue with Archbishop Tenison's School or feel that their genuine concerns are not being addressed other Whistleblowing channels maybe open to them including the NSPCC Whistleblowing helpline (0800 02802850 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

## **2. Main legislative and National Guidance and other relevant documents**

Public Interest Disclosure Act 1998  
Data Protection Act (1998)  
Freedom of Information Act (2000)  
Employment legislation  
Employment policies  
Employment Law- Whistleblowing 25 June 2013  
Working Together to Keep Children Safe 2015  
KSCIE September 2016

## **3. Procedures**

### **How to Raise a Concern**

1. The earlier you express the concern, the easier it is to take action.
2. As a first step, you should normally raise concerns with your immediate manager or other appropriate manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if you believe that management is involved, you should contact the Headteacher or the Governing Body
3. The department for Children, Young People and Learners in Croydon (CYP&L) can offer further guidance and support. If you felt that the matter cannot be raised with the Headteacher or Chair of Governors then you should communicate the disclosure through the Council's Departmental Complaints Officer (DCO) in CYP&L by an email to: [schoolwhistle@croydon.gov.uk](mailto:schoolwhistle@croydon.gov.uk) or by telephone on 0208 760 5496. Alternatively, there is a confidential reporting facility provided by the Council- Focus, on 0800 854572. Focus will record details of the allegations and once noted, a full report will be passed on to the

council's DCO who will refer it to a Designated Assessor to be dealt with in accordance with this procedure.

4. You may invite your trade union or professional association to raise a matter on your behalf.
5. Concerns can be raised by the following methods. All referrals made will be treated in the strictest of confidence.
  - Your line manager
  - Headteacher
  - Chair of Governing Body
  - Croydon Council (see 3.3 above)
  - Your union or professional association representative
6. Although you are not expected to prove an allegation, you will need to demonstrate that there are sufficient grounds for your concern.
7. There are special rules surrounding the gathering of evidence. Any attempt together evidence by people who are unfamiliar with these rules may adversely affect the outcome of the case as evidence has to be collected in accordance with current legislation.
8. Concerns are best raised in writing. The sort of information required to investigate an allegation are details of the background and history to the case, names, dates, places and, where possible, the reason why you are particularly concerned.

#### **How the School will Respond**

1. On receipt of the disclosure, the Headteacher/Chair of Governors will offer to interview you in confidence. The interview will take place as soon as practicable after the initial disclosure. The school may refer to the Local Authority Designated Officers (LADOs) who will advise what the best course of action will be. This could include:
  - internal investigation
  - referral to the Police
  - an independent inquiry
  - or any combination of the above
2. In order to protect individuals and the school, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures.
3. Some concerns may be resolved by agreed action without the need for investigation.
4. Within ten working days of a concern being received, where appropriate, the school will write to you:
  - acknowledging that the concern has been received
  - indicating how it proposes to deal with the matter (including potential timescales)
  - telling you whether any initial enquiries have been made; and
  - telling you whether further investigations will take place and, if not, why not.
5. The amount of contact between the person(s) 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 from you.

6. When any meeting is arranged, you have the right, if you wish, to be accompanied by a union or professional association representative or a colleague who is not involved in the area of work to which the concern relates.
7. The school will take steps to minimise any difficulties that 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 you about the procedure.
8. The school acknowledges the need to provide you with assurance that the matter has been properly addressed. Thus, subject to legal constraints, you will receive appropriate information about the extent and outcomes of any investigations.

### **The Law**

This policy and procedure has been written to take account of the Public Interest Disclosure Act 1998, which protects workers making disclosures about certain matters of concern, where those disclosures are made in accordance with the Act's provisions. The Act is incorporated into the Employment Rights Act 1996, which also already protects employees who take action over, or raise concerns about, health and safety at work.

All Staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Headteacher in the first instance.

### **Monitoring and Evaluation Review**

**This policy will be reviewed annually in the light of any changed circumstances in our school or the local area. Next Review September 2017**

– see **Responsibilities** above.

**Equality Impact Assessment** The equality impact assessment of this policy is wholly positive as the policy supports the opportunity to address equality and diversity issues.

Policy Reviewed and Signed by:

Date: September 2016

Headteacher

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Chair of Governors

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