



## Whistleblowing Policy and Procedure

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### **1. Introduction**

St Mary's CEVA Primary School is dedicated to providing the utmost care for its pupils and staff. We aim to ensure that all members of the school community feel safe in the knowledge that they can voice any concerns in confidence and that they will be taken seriously and dealt with appropriately.

Staff who are concerned about the conduct of a colleague towards a pupil are placed in a very difficult position. All staff must remember that the welfare of the child is paramount. This policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

St Mary's CEVA Primary School takes responsibility for ensuring that all staff are aware of whistleblowing policy and procedures, and made to feel comfortable that they can voice their concerns no matter what the circumstances.

### **2. Definition of 'whistleblowing'**

Whistleblowing inside the workplace is defined as the reporting by workers or ex-workers of wrongdoing, such as fraud, malpractice, mismanagement, breach of health and safety law, or any other illegal or unethical act either on the part of management, the governing body or fellow employees. Workers may include volunteers, contractors and outside agencies or others.

Safeguarding concerns must be reported on a grey form as detailed in the Child Protection policy and annual refresher information.

### 3. Reporting concerns to the school

If you have a concern about another member of staff you should report it to a member of the school leadership team, the designated person for safeguarding, or the headteacher, this may be verbally or written. Complaints about the headteacher should be reported to the chair of governors.

All concerns will be listened to and taken seriously by the school. If you are in any doubt as to whether a concern is valid, you should report it, and the school can decide to what extent it needs to be investigated.

### 4. Wider disclosure

We encourage all our staff to follow the internal procedures outlined in this policy, but understand that in some cases you may feel it is necessary to take your concerns to external agencies. This should, however, be done only as a last resort. Staff should only approach external agencies regarding their concerns without discussing them internally first if:

- they feel that they are being discriminated against and that there is no internal authority that can be contacted with trust
- they reasonably believe that they will be victimised if they follow internal procedures for whistleblowing
- they believe that the concern that they have raised has not been taken seriously or acted upon correctly.

We urge staff who take their concerns to external agencies to be careful not to disclose any confidential information. Information that is confidential and should therefore not be disclosed should be outlined in your contract of employment. **Note: it is against the law to publish any information which may lead to the identification of a teacher who is subject to an allegation.**

The authorities that may be of help to you are:

- Children's Social Care Services
- Police
- NSPCC
- Health & Safety Executive
- Audit Commission
- Local Citizens Advice Bureau
- Relevant professional bodies or regulatory organisations
- Department for Education
- Ofsted

## **5. Confidentiality**

All concerns will be treated in confidence, and the school is committed to protecting the identity of whistleblowers as far as is possible. However, in some circumstances it may not be possible to do this, for example: if it will prevent a thorough investigation taking place; if there is reason to reveal the name by law; if the whistleblower has to give evidence at any hearings.

In cases where identities are revealed for whatever reason, the school will do its best to support all parties involved and protect them from discrimination and victimisation.

Confidentiality is a priority throughout any investigation, and continues to be once the investigation is over, and we urge staff to closely follow all guidelines relating to confidentiality. Any member of staff that has acted knowingly against this, or revealed confidential information unnecessarily or for malicious reasons, may face prosecution.

## **6. Anonymous allegations**

We would encourage staff to put their name to concerns made as it will aid a more thorough investigation. However, the school will investigate all anonymous allegations seriously; following the proceedings outlined in this policy as far as is possible.

## **7. False allegations**

St Mary's CEVA Primary School encourages its entire staff to voice their concerns and allegations safe in the knowledge that those who make allegations in good faith that do not prove to be true will not be reprimanded.

The school may take disciplinary action against staff who make claims that are found to be knowingly false, malicious, or for personal gain.

## **8. Responding to a concern**

The school will investigate all allegations and concerns but the act of investigation does not indicate that the school has accepted the allegations as true.

Usually, the first course of action will be one of the following:

- an investigation by senior leader, internal audit, or through the disciplinary process
- an investigation under other procedures such as child/adult protection – following Child Protection Policy guidance
- an investigation under procedures designed to deal with allegations made against professionals
- a referral to the police
- a referral to the external auditor or other external investigation
- an investigation under other forms of prosecution and inspection such as the protection of public health and safety
- a referral to an independent investigator

Any concerns that fall under specific procedures will be followed up as described in their specific policy, e.g. child protection and safeguarding issues will be followed up as described in the school's child protection and safeguarding policy.

## 9. Whistleblowing procedures

### 9.1 The role of the whistleblower

Concerns will usually be dealt with in this way:

1. Staff will raise their concern with a senior leader, either in person or in writing. Staff will be dealt with in confidence and invited to an interview to discuss the allegation. Staff can go straight to the chair of governors with their concern, but they will be asked to explain why they did not feel comfortable taking it to a member of the leadership team.
2. The member of the leadership team that has heard the concern will decide upon the next course of action. If they decide that it is a genuine concern, and that it is appropriate to follow the whistleblowing procedure, they may take the matter to the headteacher or the chair of the governing body.
3. If there is any reason that the member of staff making the complaint or raising the concern feels that they are unable to speak any member of the school or governing body, they should contact the relevant authority.

### 9.2 Role of the leadership team

#### *Hold an interview*

Once an allegation has been brought to their attention, the senior leader, headteacher or chair of governors will hold an interview with the person making the allegation, in confidence. This will take place immediately if there is concern that a child is at risk of harm, or within 7 working if this is not the case. During this interview they will:

- get as much information about the basis of the allegation as they can, and will record what is discussed
- discuss the next action points and steps that will be taken with the staff member who has raised the allegation, and ensure that they fully understand what is going to happen; if the standard whistleblowing procedure is not going to be followed, this should be explained and an alternative procedure outlined
- provide support to the whistleblower; they may be worried about their position, getting someone else into trouble, or what they suspect may be happening.

Staff may want to seek the support of their trade union when going through whistleblowing procedures. Staff are allowed to take a representative from their trade union to their interview and subsequent meetings.

#### *Decide on a course of action*

**If there is cause for concern** once the interview has been carried out, the leading member of staff will take the information that they have recorded to the headteacher (or chair of governors if the headteacher is of concern).

**If it is decided that no further action will be taken** this will be explained to the whistleblower within 14 working days. This may be because:

- the leadership member does not feel that there is enough evidence to warrant a continued investigation and that is unlikely that any malpractice has occurred or will occur
- there is a belief that the whistleblower is not acting in good faith
- the matter has already been raised and is being investigated.

The headteacher, if not already involved, will be informed of the concern even if no further action is to be taken.

### **9.3 Role of the headteacher and governing body**

The person who receives the report – whether it is the headteacher or governing body – must act on the concern fully. If there is a good reason not to, this will be explained at the next governing body meeting and reported back to the whistleblower.

The headteacher or chair of governors will decide whether any external authorities need to be reported to on the matter, or whether it is a case for internal investigation.

The decision and progress of the case will be reported back to the leadership member involved, and this will be reported by them to the whistleblower.

The outcomes of any investigations will be reported to the whistleblower. If they do not receive any information they may appeal for information through a senior leader.

## **10. Recording, monitoring and evaluation**

All staff concerned and involved with any allegation or investigation should keep good records of meetings they attend, discussions that are held, and any outcomes or action points that have been decided.

The headteacher will review and evaluate all allegations, how they have been dealt with, and their outcomes, to prevent similar future cases, and ensure that procedures are being used correctly and are effective.

This policy will be reviewed annually and any relevant cases that have come up during the past year will be taken into account when it is being reviewed.

## **11. Outcomes**

If the whistleblower is dissatisfied and feels that an allegation that they have made has not been dealt with seriously or properly, they can take the matter up with NCC/The Diocese of Peterborough/Any other body as appropriate. All school leaders will try their best to deal with allegations fairly and effectively.

## **12. Independent advice**

This policy is designed to help staff with any whistleblowing concerns and procedures, but the school understands that some staff may wish to get advice from independent external agencies.

**13. Contact details**

Diane Wright – Headteacher – d.wright@stmarysprimarykettering.co.uk  
Hannah Starkey – Deputy Headteacher – h.starkey@stmarysprimarykettering.co.uk  
Sam Perry – Assistant Headteacher – s.smith@stmarysprimarykettering.co.uk  
Simon Lindley – School Business Manager – business.manager@stmarysprimarykettering.co.uk  
Fr James Mowbray – Chair of Governors – through the school office

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**Signed by**

_____	<b>Chair of governors</b>	<b>Date: ...May 2019.....</b>
_____	<b>Headteacher</b>	<b>Date: ....May 2019.....</b>

**This policy will be reviewed annually**