



Whistle Blowing POLICY

Budehaven Community School

Status: Approved	
Recommended/ Statutory	Statutory
Adopted V1.0	Spring 2016
Reviewed and approved	Spring 2019
Next review	Spring 2022
Advisory Committee	SISC

Signed:- *Laura J. Mead* . Chair of Governors

Signed:  Headteacher



1. PURPOSE

To comply with the requirements of the Public Interest Disclosure Act 1998.

2. SCOPE

Whole school

3. RESPONSIBILITY

Headteacher

4. QUALITY OBJECTIVES

- encourage staff to feel confident in raising serious concerns and to question and act upon concerns about practice
- provide avenues for staff to raise those concerns and receive feedback on any action taken
- ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- reassure staff that they will be protected from possible victimisation if they have a reasonable belief that they have made any disclosure in good faith.

5. HEALTH AND SAFETY IMPLICATIONS

None specifically identified

6. POLICY DETAIL

Introduction

The policy is intended to supplement, rather than to replace, the existing complaints, disciplinary and grievance procedures. It is intended to cover serious concerns that fall outside the scope of other policies/procedures and may relate to something which:

- is against Financial Regulations and policies
- is against the School's policies and procedures, or
- falls below established standards of practice, or
- amounts to improper conduct, including something you believe may be:
 - against the law
 - a health and safety risk
 - a safeguarding risk
 - damaging to the environment
 - misuse of public money
 - corruption or unethical conduct
 - abuse of clients or service users



The Governing Body of Budehaven Community School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Governing Body expects employees who have serious concerns about any aspect of the school's work to come forward and voice those concerns.

This procedure makes it clear that a member of staff can do so without fear of victimisation, subsequent discrimination or disadvantage. It is intended to encourage and enable employees to raise serious problems within the school rather than overlooking a problem or "blowing the whistle" outside.

This procedure has been discussed with the relevant trade unions and professional organisations and has their support.

The Governing body has appointed a Governor with specific responsibility for this procedure.

Confidentiality

All concerns will be treated in confidence and every effort will be made to protect a staff member's identity if so requested. At the appropriate time, however, the member of staff concerned may need to provide a statement or act as a witness and will be expected to co-operate fully with the investigation and disclose all relevant information.

Anonymous Allegations

This procedure encourages staff to put their names to concerns as anonymous allegations may often be difficult to substantiate/prove.

Concerns expressed anonymously are much less powerful but will be investigated unless the School's Monitoring Governor in consultation with the Chair of Governors agrees there is insufficient evidence to proceed.

Untrue Allegations

If a member of staff raises a concern in good faith, but it is not subsequently confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against him/her.

How to Raise a Concern

As a first step a member of staff should normally raise concerns with the Head of Department/line manager and inform him/her that he/she is using this procedure. However, the Governors recognise that on occasion this may not be appropriate and have appointed a Whistleblowing Governor (Anna Brimacombe).

A number of alternative contacts may be appropriate depending on the nature of the concern. For example, a member of staff could approach a more senior manager in the



school such as the Headteacher or Deputy Headteacher or any School Governor. In terms of safeguarding concerns a member of staff may contact Cornwall's L.A.D.O. (Local Area Designated Officer). In exceptional circumstances, a member of staff may contact the county officers such as: the County Solicitor (Monitoring Officer), Head of Personnel or the County Treasurer.

Concerns may be raised verbally or in writing.

Although a member of staff is not expected to prove beyond doubt the truth of his/her concerns, he/she will need to demonstrate that he/she has reasonable grounds to raise them.

Where employees fail to report their concerns they may become themselves implicated and consequently the Governors may treat failure by an employee to report such matters as a serious matter which could lead to disciplinary action.

A member of staff may wish to obtain assistance in putting forward a concern from Cornwall Council Personnel, a Trade Union representative or a colleague. He/She may choose to be represented by a Trade Union representative or colleague at any meetings which are required.

How the Governing Body will respond

In order to protect individuals and the Governors 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 policies and procedures (for example Child Protection issues) will be referred for consideration under those procedures.

The person with whom the member of staff has raised a concern will inform the relevant Governor of the facts. The Governor will write to the member of staff within ten working days with the following:

- acknowledgement that the concern has been received
- an indication of how the concern will be dealt with
- an estimate of how long it will take to provide a full response
- whether any initial enquiries have been made
- whether further investigations will take place, and if not, why not.

The Governors will inform the member of staff in writing of the outcome of any investigation, or any action taken, subject to the constraints of confidentiality and the law.

How the Matter can be Taken Further

This procedure is intended to provide staff with a route within the School to raise concerns but where they do not feel their concerns have been addressed adequately they may raise those concerns with an independent body such as a trade union, the police, a relevant professional body or regulatory organisation.



Staff have a duty to the School not to disclose confidential information. This does not prevent them from raising concerns with an independent body referred to above, or Public Concern at Work (telephone number 020 7404 6609 or more information is available at <http://www.pcaw.co.uk/>, a registered charity which advises on serious malpractice within the workplace in accordance with the provisions of the Public Interest Disclosure Act 1998.

7. MONITORING AND REVIEW

This policy will be reviewed every three years or sooner in the event of a change to relevant legislation, guidance or if research, monitoring or auditing suggests that a review may be required.

8. OTHER RELATED POLICY/PROCEDURES

Safeguarding and Child Protection Policy [link](#)

POLICY STATUS

Policy status:	Statutory
Policy source:	unknown
Review cycle:	three years
Next review date:	Spring 2022