

# Blackfen School for Girls



## Whistleblowing Policy

Head Teacher: Mr M Brown

Chair of Governors: Mr S Fitz-Gerald

	Date	Name	Signature
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Review Period	Annually		
Lead Person	Head Teacher	Matthew Brown	
Prepared by	HR Manager	Sade Onajin	
Verified by		Matthew Brown	
Approved by		Stuart Fitz-Gerald	

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## 1. Introduction

- 1.1 Employees are well positioned to know when something wrong is taking place within the school which is a cause for concern. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the School. They may also fear harassment or victimisation. In these circumstances, they may find it easier to ignore their concern rather than report the matter with a view to remedying the situation. This Policy provides a framework for all employees to raise their concerns 'in-house' and in good faith without fear of victimisation, subsequent discrimination or disadvantage.
- 1.2 The School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the School encourages employees and others with serious concerns about any aspect of the School's work to come forward and voice those concerns. The School recognises that certain cases will have to proceed on a confidential basis so that the position of the 'whistle-blower' can be protected. This Policy is intended to encourage and enable people to raise serious concerns within the School rather than overlooking a problem or "blowing the whistle" outside.
- 1.3 This Policy has been the subject of consultation with the relevant trade unions and has their support.

## 2. Aims of this Policy

This Policy aims to:

- encourage employees to feel confident in raising concerns and to question and act upon their concerns;
- provide avenues for employees to raise these concerns and receive feedback on any action taken;
- allow employees to take the matter further if they are dissatisfied with the School's response; and
- reassure employees that they will be protected from reprisals or victimisation for whistleblowing in good faith in accordance with this procedure.

## 3. Application and Scope

- 3.1 This Policy applies to all employees and those contractors working for the School. Employees include staff working for the School on a temporary basis, casual or sessional workers and trainees. It also covers agency workers and suppliers and those providing services under a contract with the School in their own premises.
- 3.2 This Policy is in addition to and distinct from the School's Complaints Procedure that provides a facility to those not employed by the School (e.g. students, parents or carers, suppliers and members of public) to raise any concern.
- 3.3 This Policy is not intended to cover concerns that can be progressed under existing Human Resources procedures. There are existing procedures in place to enable employees to lodge a grievance relating to their own employment. Where employees' concerns relate to their own employment, either in terms of the treatment afforded to them or their terms and conditions of employment these should normally be raised through the Employee Resolution Procedures (formerly Grievance and Fair Treatment at Work Procedures).
- 3.4 All acts of whistleblowing can be raised under this policy and employees shall have the full protection of the policy. However, where the matter for investigation is covered by separate procedures (e.g. Safeguarding) these will be applied as appropriate.
- 3.5 This Policy is intended to cover reasonably serious concerns that may fall outside the scope of other procedures, and include the following:
  - Failure to comply with a legal obligation to which a person is subject (this may include breaches of statutory codes of practice);
  - Conduct which is an offence or a breach of the law;

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- Conduct that is contrary to the School's Policies (this may include conduct that falls below established standards or practice);
- Disclosures relating to possible miscarriages of justice;
- Conduct that endangers the health and safety of other employees and/or members of the public. (This would include abuse - whether physical, verbal or sexual - or ill treatment of any student, parent or carer, supplier or member of the public);
- Conduct that involves damage to the environment;
- The unauthorised use of public funds.

3.6 The above does not represent an exhaustive list of areas covered by this Policy. Any serious concerns that employees may have about any aspect of service provision or the conduct of Members of staff, governors or others acting on behalf of the school can be reported under this Policy.

## 4. Safeguards against harassment or victimisation

4.1 The School is committed to good practice and high standards and wants to be supportive of all its employees.

4.2 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 matter that gives rise to the concern. If concerns are raised in good faith, there will be nothing to fear because employees will be doing their duty to the employer and to those for whom they are providing a service.

4.3 Whistleblowers raising matters of concern internally are protected from harassment, victimisation, disciplinary action or dismissal or any other disadvantage at work (even if their disclosure of any wrongdoing or malpractice is not substantiated after investigation), provided they raise/disclose issues in good faith.

4.4 The school will not tolerate harassment or victimisation and will take such action as is necessary to protect employees when they raise concerns in good faith under this Policy.

## 5. Confidentiality

5.1 The School will use its best endeavours to protect an employee's identity when he/she raises a concern and does not want his/her identity disclosed.

5.2 If whistleblowers are required to give evidence in criminal or disciplinary proceedings, the School will arrange for them to receive advice and support.

## 6. Anonymous allegations

6.1 This Policy encourages employees to put their names to any allegation. A concern expressed anonymously is much less powerful and it is often difficult to gather sufficient evidence and check its reliability. It is perhaps more likely those malicious allegations will be made anonymously. It is possible to keep one's identity confidential without being anonymous.

6.2 Anonymous allegations, however, may be considered at the discretion of the School and the Head Teacher. In exercising the discretion, the School will take account all relevant factors which will include:

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

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**6.2a** *if the anonymous allegation is about the Head Teacher the allegation will be considered at the discretion of the Chair of Governors.*

## **7. Rights and Responsibilities of Employees**

- 7.1 All employees are required to report any issue of concern regarding the provision of services or management of those services. In the majority of cases, this will be done through the usual line management channels.
- 7.2 Employees are expected to report concerns as soon they arise and to avoid any unnecessary delay in doing so.
- 7.3 Other than raising concerns in good faith, employees are not required to 'prove' the truth of any allegation. However, a complainant will need to demonstrate that there are reasonable grounds for the concern, and will be expected to co-operate with any investigation that takes place.
- 7.4 When any meeting or interview is arranged, employees may, if they so wish be accompanied by a trade union official or a workplace colleague.

## **8. How to raise concerns**

8.1 As a first step, employees should normally raise concerns with their immediate line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the alleged wrongdoing or malpractice. For example, if the employee believes that the manager or senior for his/her area of work is involved in the matter he/she intends to raise, or he/she believes that the matter may not be dealt with properly, the concern may be raised directly with the Head Teacher.

**8.1a** *if the matter is about the Head Teacher the concern should be raised with the Chair of Governors via The Clerk to Governors.*

8.2 Preferably concerns should be raised in writing without undue delay setting out the background and history of the concern, giving names, dates and places where possible, and the reason for the employee's particular concern. If an employee feels that he/she is not able to raise the concern in writing at this point, he/she may personally raise the matter with their line manager. However, at some stage the concern will need to be put in writing although this may be done through his/her representative.

8.3 Employees can obtain advice and guidance on how matters of concern may be pursued from:

- The HR Manager;
- The Head Teacher; or
- The Chair of Governors.

## **9. How the School will respond**

- 9.1 Within ten working days of a concern being received, the School will write to the employee:
- acknowledging that the concern has been received;
  - indicating how it proposes to deal with the matter;
  - giving an estimate of how long it will take to provide a final response;
  - telling the employee whether any initial enquiries have been made, and
  - telling the employee whether further investigations will take place, and if not, why not.
- 9.2 Employees will also be provided with details of support available which will include access to counselling facilities. Depending on the nature of the concern, costs associated with counselling may be met by the School.
- 9.3 The action taken by the School will depend on the nature of the concern. The matters raised may:

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- be investigated internally;
- be referred to the Governing Body;
- be referred to the Police; or
- be referred to the external auditor.

9.4 In order to protect individuals and those accused of possible wrongdoing or malpractice, initial enquiries will be made by the relevant member of the Senior Leadership Team (SLT) to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of any other specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures. The overriding principle which the School will have in mind is the public interest.

**9.4a *If the matter is about the Head Teacher initial enquires should be made by the Chair of Governors or a nominated Governor.***

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

9.6 The amount of contact between the members of the SLT considering the issues and the complainant employee will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided.

9.7 The School will take steps to minimise any difficulties which employees may experience as a result of raising a concern. For instance, if it becomes necessary to give evidence in criminal or disciplinary proceedings, the School will provide the necessary advice about the procedure and give whatever practical support that is possible.

9.8 The School accepts that employees need to be assured that the matter has been properly addressed and will ensure this happens.

9.9 Subject to legal constraints, employees will normally receive feedback about the outcomes of any investigations.

**9.10 *If the matter is about the Head Teacher the Chair of Governors will be responsible for monitoring the outcome of the issues raised through this Policy.***

9.11 The Head Teacher, in conjunction with the member of the SLT who has responsibility for the relevant faculty or area or concern, will be responsible for monitoring the outcome of the issues raised through this Policy.

## **10. Taking the concerns externally**

10.1 This Policy is intended to provide employees with an avenue to raise concerns within the School. The School hopes that employees will be satisfied with any action taken under this Policy.

10.2 There may be circumstances where an employee considers that he/she needs to raise the matter externally. This may be because, for example, the need to involve the appropriate external regulatory body or the employee considers that the matter has not been properly addressed, or that an employee reasonably believes that the matter will be covered up.

10.3 If employees feel it is right to take the matter beyond the Head Teacher or SLT, the following are possible contact points:

- The Chair of Governors;
- the external auditor;
- employee's relevant professional bodies or regulatory organisation;
- employee's trade union;
- employee's solicitor;
- the Police;

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- a relevant voluntary organisation; or
- Public Concern at Work

- 10.4 If an employee is unsure whether or how to raise a concern or wants confidential advice, contact can be made with the independent charity Public Concern at Work on 020 7404 6609 or at [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk).
- 10.5 Their lawyers can provide free confidential advice on how to raise a concern about serious malpractice at work.
- 10.6 In circumstances where an employee decides to raise the matter externally, he/she will only be protected under this procedure, and under employment law, where the disclosure is made in accordance with the Public Interest Disclosure Act 1998. This means that the disclosure must fall under one of the categories listed in paragraph 3.5 above and must be made in one of the following ways:
- a) in the course of obtaining legal advice;
  - b) to a prescribed regulatory body (listed in the Appendix) provided the disclosure is made in good faith and the employee reasonably believes the prescribed body is responsible for the matter of concern and that the information and allegation/s are substantially true;
  - c) to other third parties (including the media) where the employee makes the disclosure:
    - in good faith, with reasonable belief that the information and allegations are substantially true, and
    - does not make the disclosure for personal gain, and
    - has already raised the matter with the School, Governing Body or prescribed regulator, unless the employee reasonably believe that he/she will suffer a detriment, or there is no prescribed regulator and he/she reasonably believes that evidence will be concealed or destroyed if he/she makes the initial disclosure to the School, and
    - in all of the circumstances it is reasonable to make the disclosure
  - d) the disclosure is of an exceptionally serious nature and the Whistleblower makes the disclosure:
    - in good faith, with reasonable belief that the information and allegations are substantially true, and
    - does not make the disclosure for personal gain, and
    - in all of the circumstances it is reasonable to make the disclosure.

## 11. The Officer Responsible

The Head Teacher has overall responsibility for the maintenance and operation of this Policy. A record of all concerns raised and the outcomes will be maintained. The Head Teacher will report as necessary on the operation of the Policy, but not on individual cases, to the Governing Body's Staffing Committee.

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## APPENDIX

### LIST OF REGULATORY BODIES

#### **Public Concern at Work**

Charity giving individuals confidential advice on airing concerns at work

Contact:

Public Concern at Work  
3rd Floor, Bank Chambers,  
6 - 10 Borough High Street,  
London  
SE1 9QQ  
Tel: 020 7404 6609

#### **The Audit Commission for England and Wales**

*For the proper conduct of public business, value for money, fraud and corruption in local government and health service bodies.*

Contact:

The Audit Commission  
1st Floor, Millbank Tower  
Millbank  
London  
SW1P 4HQ  
Tel: 0844 7981212

#### **Her Majesty's Revenue & Customs**

*For Income tax, corporation tax, capital gains tax, petroleum revenue tax, inheritance tax, stamp duties, national insurance contributions, statutory maternity pay, statutory sick pay, tax credits, child benefits, collection of student loans and the enforcement of the national minimum wage.*

Contact

New Kings Beam House  
22 Upper Ground  
London  
SE1 9PJ  
Tel: 020 8836 9600

#### **Comptroller and Auditor General of the National Audit Office**

*For the proper conduct of public business, value for money, fraud and corruption in relation to the provision of centrally funded public services.*

Contact:

The Comptroller and Auditor General  
National Audit Office  
157-197 Buckingham Palace Road  
Victoria  
London  
SW1W 9SP  
Tel: 020 7798 7999

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## **The Director of the Serious Fraud Office**

*For serious or complex fraud*

Contact:

The Director of the Serious Fraud Office

Elm House

10-16 Elm Street

London

WC1X 0BJ

Tel: 020 7239 7272

## **The Environment Agency**

*For acts or omissions which have an actual or potential effect on the environment of the management or regulation of the environment*

Contact:

National Customer Contact Centre

PO BOX 544

Rotherham

S60 1BY

Tel: 0800 807060

## **Food Standards Agency**

*For matters which may affect the health of any member of the public in relation to the consumption of food and other matters concerning the protection of the interests of consumers in relation to food.*

Contact:

Personnel and Establishments Division

Food Standard Agency

Room 111C

Aviation House

125 Kingsway

London

WC2B 6NH

Tel: 020 7276 8120

## **Health and Safety Executive**

*For matters which may affect the health and safety of any individual at work; matters which may affect the health and safety of any member of the public arising out of, or in connection with, the activities of persons at work.*

Contact:

Health and Safety Executive

Information Centre

Broad Lane

Sheffield

S3 7HQ

Tel: 0541 545500

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## **Information Commissioner**

*For compliance with the requirements of legislation relating to data protection and to freedom of information.*

Contact:

The Office of the Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

## **The Occupational Pensions Regulatory Authority**

*For matters relating to occupational pension schemes and other private pension arrangements.*

Contact:

The Occupational Pensions Regulatory Authority  
Invicta House  
Trafalgar Place  
Brighton  
BN1 4DW  
Tel: 01273 627600

## **Education Funding Agency**

*For matters relating to the funding of the school.*

Contact:

Education Funding Agency  
Sanctuary Buildings  
20 Great Smith Street  
London  
SW1P 3BT  
Tel: 0370 000 2288

## **Guide on Whistleblowing for Employees:**

<https://www.gov.uk/whistleblowing>