



ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Whistleblowing Policy and Procedure

Mission Statement

We are a Roman Catholic Community committed to:

- Mutual respect, positive encouragement and participation.
- Recognising the different personal and educational needs of all pupils.
- The delivery of the full national curriculum together with a religious education syllabus approved by the Catholic Church.
- The highest standards of teaching, learning and performance.
- Maintaining a supportive partnership with parents, the parish, and the wider community.
- The professional development of all staff.

Introduction

If you have concerns about something that is happening at work which you think could be unlawful conduct, financial malpractice, a concern for the welfare or safeguarding of a child or be dangerous to the public or the environment, it is important that you know what you can do to bring it to the LA's attention if necessary.

The School is committed to achieving the highest possible standards of service and ethical standards in public life and it is important to us that you are not worried about raising such issues and do not feel that reporting them is either not your business or would be disloyal to colleagues, managers or to the organisation.

It is also important that if you decide to say something that you know the appropriate way to do it.

The Governing Body has introduced this Whistleblowing policy and procedure in line with the Public Interest Disclosure Act 1998 (which you can consult at <http://www.opsi.gov.uk/acts/acts1998>) to enable workers (see below) to raise issues of concern in an appropriate manner.

The term worker broadly includes employees, independent contractors, agency workers, trainees and a person who is or was subject to a contract to undertake work or services for the School

This policy is primarily for concerns where the well being of others or of the organisation itself is at risk.

ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

Aims of the policy

This policy aims to:

- Encourage you to feel confident in raising concerns
- Provide avenues for you to raise concerns and receive appropriate feedback.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from any reprisals or victimisation by the School, if you have reasonable belief that the matter disclosed tends to show wrongdoing and you have made the disclosure in an appropriate manner and in good faith.

What to raise concerns about

The Public Interest Disclosure Act lists matters about which concerns can be raised and these are as follows:

- that a crime has been committed, is being committed, or is likely to be committed;
Examples might be child abuse, the abuse of any other vulnerable clients, theft or fraud;
- that a person has failed, is failing, or is likely to fail to comply with any legal obligation to which he is subject;
Examples might be breach of contract, breach of statutory requirement or breach of any provision in the Constitution;
- that a miscarriage of justice has occurred, is occurring, or is likely to occur;
- that the health and safety of an individual has been, is being, or is likely to be endangered;
- that the environment has been, is being or likely to be damaged;
- that information tending to show any of 1 to 5 above has been concealed or is likely to be deliberately concealed.

Our assurances to you

To protect you

The Governing Body and Senior Management Team are committed to this policy. If you make a disclosure on one or more of the matters listed above and you have a reasonable belief that your concern is real and you are acting in good faith, you will not suffer any detriment, even if after investigation it transpires that your concern is unfounded.

To protect your identity

ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

We will not tolerate the harassment or victimisation of anyone raising a genuine concern. If such harassment or victimisation should occur, you should write to the LA who will deal with the matter.

However, we recognise that you may nonetheless want to raise a concern in confidence. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, it will not be possible to apply all aspects of this policy for concerns raised anonymously.

How to raise a concern internally

Stage one

If you have a concern about malpractice, we hope you will feel able to raise it first with the Head teacher. This may be done orally or in writing.

Stage two

If you feel unable for whatever reason to raise the matter with your Head teacher under stage one, please raise the matter with the Chair of Governors, or else an appropriate specialist officer within the LA.

When you raise the matter, please say if you are doing this in confidence. The person you contact can then make appropriate arrangements.

Advice

If you are unsure whether to use this procedure or you want independent advice at any stage, you may contact:

- your trade union:
UNISON 0800 0 857 857,
UNITE 020 7611 2500,
GMB 020 8397 8881
- NUE 020 3006 6266
NASUWT 03330 145550
ATL 020 7930 6441
NAHT 0300 30 30 333
ASCL 0116 299 1122

ST. THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

- the independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

How will we handle the matter

Once you have told us about your concern, the following steps will be taken:

- Look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation.
- Write to you summarising your concern and setting out how we propose to handle it and provide you with details of the person handling the matter and how you can contact him or her. We will always write to you at your home address unless you tell us not to.
- The investigations will be conducted on a strictly confidential basis and the subject of the complaint will not be informed unless and until it becomes necessary.
- We will give you as much feedback as necessary. However, please note that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.
- Inform the LA that you have raised a concern under the whistleblowing policy and provide them with details.
- The LA will keep a central record of all such complaints and where the complaint was not raised directly with them, keep a watchful eye on the progress of the investigation and of action taken.

External contacts

While we hope this policy gives you the reassurance you need to raise such matters internally, we would rather you raised a matter with the appropriate regulator than not at all. Provided you are acting in good faith and you have evidence to back up your concern, you can also contact, for example:

Audit Commission whistleblowing hotline 020 7798 7999 (matters of fraud or corruption)

Health and Safety Executive, St Dunstan's House, 201, Borough High Street SE1 1GZ 020 7556 2100

Equality & Human Rights Commission, Freepost, EASS Helpline FPN 6521, 0808 800 0082

National Disabilities Council, Caxton House, Tothill Street, SW1H 9NA 020 7273 6190

Independent Advocacy Service (for Community Care services for adults) Cambridge House, 151, Camberwell Road, SE5 0HF 020 7703 0261

Children's Society, Edward Rudolph House, 69 Margery Street WC1X 0JL 020 7841 4400

ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

If you do not feel able to raise your concern in the ways outlined above, you should consult the Public Interest Disclosure Act for information about other routes by which a disclosure may be made.

Reviewed: January 2017

Next review date: January 2020

ORIGINAL

ST.THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

APPENDIX A

WHISTLEBLOWING POLICY

GUIDANCE FOR MANAGERS ON RESPONDING TO A MATTER OF CONCERN RAISED BY AN EMPLOYEE

1. School Managers should ensure that employees are aware of the Whistleblowing Policy and know where it can be located.
2. If you receive a disclosure in respect of any of the matters set out under the heading 'What to Raise a Concern About' in the Whistleblowing Policy you must take the following action:
 - 2.1. take the matter seriously and do not dismiss or belittle the information;
 - 2.2. respect as far as possible the confidentiality of the employee, and adhere to the policy under the heading "To protect your identity" where the employee has specifically asked for confidentiality;
 - 2.3. ensure that the employee understands the Whistleblowing procedure;
 - 2.4. acknowledge the concern in writing within 3 working days;
 - 2.5. discuss ways that the employee could be supported;
 - 2.6. investigate the concern objectively, dealing with all parties with sensitivity and tact;
 - 2.7. seek advice from the Head teacher;
 - 2.8. seek advice and involve the LA if appropriate;
 - 2.9. set out clearly how the concern is to be taken forward;
 - 2.10. ensure that notes are made and kept of the process followed, notes of discussions etc;
 - 2.11. keep the person informed raising the concern about the progress made and outcome of the investigation;
 - 2.12. provide the LA with details of the concern and inform them about the progress and outcome of the investigations;
3. If at the conclusion of your investigations you are of the view that the concern was not raised in good faith, seek further advice from the LA.