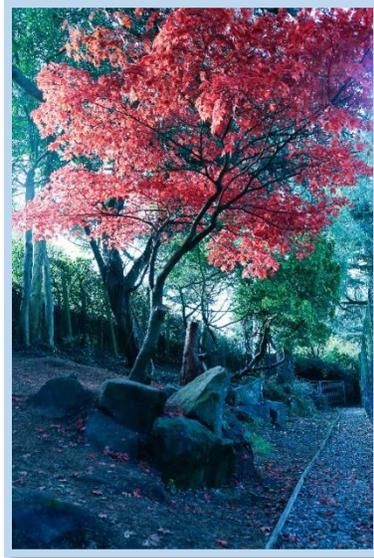




WHISTLE BLOWING POLICY



October 2021

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Next review	October 2022	

Whistle Blowing Policy

Scope of document

Whistleblowing has been defined as:

‘the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees’

(Public Concern at Work Guidelines 1997)

Honesty and integrity

Brackenfield School is committed to conducting its business with honesty and integrity, and we expect all staff to maintain high standards in accordance with the Code of Conduct. All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

Aims

The aims of this policy are to:

- encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
- provide staff with guidance as to how to raise those concerns; and
- reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

Staff

This policy covers all employees, officers, members of the Advisory Board, Proprietors, consultants, contractors, volunteers, work placement students, casual workers and agency workers.

WRONGDOING AT WORK

Whistleblowing

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

- criminal activity
- safeguarding concerns
- failure to comply with any legal or professional obligation or regulatory requirements
- miscarriages of justice
- danger to health and safety

- damage to the environment;
- bribery;
- financial fraud or mismanagement;
- other unlawful or unethical conduct in the workplace;
- the deliberate concealment of any of the above matters.

Whistleblower

A whistleblower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities and such disclosure is in the public interest (a whistleblowing concern) you should report it under this policy.

Grievances

This procedure should not be used where you have a complaint relating to your personal circumstances in the workplace. The grievance procedure contained in the Staff Policy Manual should be used in such cases.

Detriment

Provided that this procedure is used appropriately and correctly, you will not suffer any detriment as a result of reporting a suspected wrongdoing.

Advice

If you are uncertain whether something is within the scope of this policy you should seek advice from the Headteacher, Designated Safeguarding Lead, Protect, the NSPCC whistleblowing helpline or the Modern Slavery helpline.

SAFEGUARDING

Safeguarding

Nothing within this policy is intended to prevent staff from complying with their statutory obligations in accordance with *Keeping Children Safe in Education* (DfE, September 2021). In particular:

- **Safeguarding / child protection policy:** If you have any concern about a pupil's welfare, action should be taken immediately. You should report the concern to the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead. See the School's child protection and safeguarding policy and procedures for full information about what to do if you have a concern about a pupil, including what to do if the Designated Safeguarding Lead is not available.
- **Safeguarding - member of staff:** You should raise any concerns about another staff member with the Headteacher, or if the concern is about the Headteacher, with John Forsyth - CEO, Forfar Education (without first notifying the Headteacher) in accordance with the procedures in the School's child protection and safeguarding policy and procedures.
- **Whistleblowing policy:** You should follow this procedure to raise concerns about poor or unsafe practices at the School or potential failures by the School or staff to properly fulfil its safeguarding responsibilities.

The Modern Slavery helpline

The School is committed to the prevention of modern slavery. If you have any queries relating to modern slavery please contact the Headteacher. Identified instances of modern slavery should be immediately notified to the police. If you think you have identified an instance of modern slavery, or if you consider that you may be a victim of modern slavery you may contact the Modern Slavery helpline on 0800 0121 700.

Exit interviews

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with this policy. Safeguarding children is at the centre of the School's culture and concerns should always be raised in accordance with safeguarding paragraph above. If issues have not been identified before, safeguarding will always be considered formally during staff performance development reviews and appraisal and finally at exit interviews which the Headteacher holds with all leavers. Staff who raise concerns about working practices at the School to the Designated Safeguarding Lead or an appropriate senior member of Staff will be protected from detriment under this policy.

CONFIDENTIALITY

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

Anonymous disclosures

We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.

STAGE ONE

Procedure

You should disclose the suspected wrongdoing first to your Line Manager. In the event that your Line Manager is involved in the suspected wrongdoing, you should proceed directly to Stage Two of this procedure.

Response

You can expect a response detailing to whom the disclosure has been notified or any action taken within seven days of your Line Manager becoming aware of the disclosure.

STAGE TWO

Procedure

If no response is forthcoming after seven days from your Line Manager, if you are not satisfied with the way in which your concern has been handled or if your Line Manager is involved in the

suspected wrongdoing you should notify the Headteacher / Director of Schools/CEO, as appropriate.

Response

You can expect a response detailing any action taken within seven days of the Headteacher / Director of Schools / CEO becoming aware of the disclosure.

STAGE THREE

Procedure

If no such response is forthcoming after seven days from the Headteacher, if you are not satisfied with the way in which your concern has been handled or if the Headteacher is involved in the suspected wrongdoing you should inform John Forsyth, CEO Forfar Education of the disclosure.

RELEVANT EXTERNAL REPORTING

Outside body

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. The law recognises, as does the safeguarding paragraph, that in some circumstances it may be appropriate for you to report your concerns to a relevant outside body including:

- the local authority's Designated Officer;
- Children's Social Care;
- the NSPCC;
- the Health and Safety Executive;
- the Environment Agency;
- the Information Commissioner;
- the Department for Education;
- the Department for Business, Energy and Industrial Strategy;
- the police;
- the Charity Commission;
- the Independent Schools Inspectorate;
- the Channel Police Practitioner

Advice

Staff are strongly encouraged to seek advice before reporting a concern to anyone external. In most cases you should not find it necessary to alert anyone external but before you do, as well as considering the internal help and support available which is identified above, please seek external advice from:

- **Protect:** If you have any concerns about disclosing a suspected wrongdoing the independent whistleblowing charity, Protect, operates a confidential helpline. Staff can call 020 7404 6609 for advice.
- **NSPCC:** The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8.00 am to 8.00 pm Monday to Friday) or email help@nspcc.org.uk.
- **The Modern Slavery helpline:** The Modern Slavery helpline is available for staff who do not feel able to raise concerns about modern slavery internally. Staff can call on 0800 0121 700.

The media

You should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and / or where your concern is disclosed in a malicious manner or for personal gain, the protection given to you by this procedure may be lost. Additionally, the School may consider this to be gross misconduct and disciplinary action may be taken against you.

Queries: If you have any queries about this procedure, you should contact the Headteacher.

Name of policy Whistle Blowing Policy	Policy reviewed/amended date October 2021
Original policy date November 2021	Current version 2
Date of new review October 2022	

WHISTLE BLOWING DISCLOSURE FORM –SCHOOL BASED STAFF

When to use this model whistleblowing form

For the employee to make a formal disclosure.

Form wording

Making a public interest disclosure (whistleblowing)	
<p>This form is intended for use by any individual working in Brackenfield (including contractors, agency workers and volunteers) who wish to raise an issue about wrongdoing.</p> <p>This form should be used to report wrongdoing within the School (for example, misconduct of a child protection nature, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).</p> <p>If you are unsure about whether your concerns are best dealt with under the School’s whistle blowing policy or grievance procedure, please read the School’s’ whistleblowing policy, which provides an example of the issues that should be reported using this form. If, having read the whistleblowing policy, you remain unsure about which procedure to use, please consult your Head Teacher for further advice. If you are implicating your Headteacher then you should contact the Proprietor.</p> <p>Once you have submitted this form, the School’s whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone you may have implicated below.</p> <p>In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the School will respect a request for anonymity, but cannot guarantee that it will be able to do so.</p> <p>This form should be completed and delivered to (name of Headteacher and address of school or to the proprietor if you are implicating the Headteacher) in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.</p>	
Formal public interest disclosure (whistleblowing)	
Employee's name:	
Employee's job title:	
Date:	
Does your public interest disclosure relate to your Head Teacher?	Yes/No

Summary of disclosure:	
Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.	
Individuals involved:	
Please provide the names and contact details of any people involved in your concerns, including witnesses.	
Outcome requested:	
Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.	
Declaration:	
I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the organisation taking disciplinary action against me.	
Form completed by:	
Name(please print)	
Signature:	
For completion by the Head Teacher	
Date form received by the Head Teacher	
Name of recipient and job role:	
Signature:	