

We welcome children of all faiths, backgrounds and beliefs into our inclusive community. We seek inspiration from the life and teaching of Jesus Christ to help our children achieve their full potential. We uphold the distinctive Christian ethos and values of the Heartwood academy when making all decisions and implementing policy and practice. We aim to provide a caring and stimulating environment which promotes a love of learning whilst seeking to inspire every pupil to become a well-motivated, independent and resourceful learner.

## Heartwood Church of England Academy Trust



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**Hear<sup>+</sup>wood**  
Church of England Academy Trust

## Whistle Blowing Policy

Policy Owner: Individual School's Headteacher

Date Revised: July 2017

Next Review Date: July 2020

Sign off signatory:



## **1. Introduction**

It is a requirement that all schools and academies have a Whistle Blowing Policy. This Policy is referred to in the MAT Financial Policy And Procedures Manual and can be found at Appendix 5 of that policy.

Whistle blowing 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'.

Statutory protection for employees who whistleblow is provided by the Public Interest Disclosure Act 1998 ("PIDA"). The PIDA protects employees against victimisation if they make a protected disclosure within the meaning of the PIDA and speak out about concerns about conduct or practice within the school which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice.

This policy applies to all school staff including full and part time, casual, temporary, substitute staff and to individuals undertaking work experience in the academy. It also covers directors, governors and committee members.

Implementation and management of this policy rests with each academy local Local Governing Body, with recourse to the MAT board, where responsibility for any centrally responsible staff is held.

## **2. Aims and Scope of Policy**

2.1 The Local Governing Body is committed to high standards in all aspects of the school and will treat whistleblowing as a serious matter. In line with the MAT Board's commitment to openness, probity and accountability, members of staff, trustees and governors are encouraged to report concerns which will be taken seriously, investigated and appropriate action taken in response.

2.2 This policy aims to:

- give confidence to members of staff about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice or is inconsistent with school standards and policies so that s/he is encouraged to act on those concerns
- provide members of staff with avenues to raise concerns
- ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken
- offer assurance that members of staff are protected from reprisals or victimisation

for whistleblowing action undertaken in good faith and within the meaning of the PIDA.

2.3 This policy covers whistleblowing relating to alleged:

- unlawful conduct
- miscarriages of justice in the conduct of statutory or other processes
- failure to comply with a statutory or legal obligation
- potential maladministration, misconduct or malpractice
- health and safety issues including risks to the public as well as risks to pupils and members of staff
- action that has caused or is likely to cause danger to the environment
- abuse of authority
- unauthorised use of public or other funds
- fraud or corruption
- breaches of financial regulations or policies
- mistreatment of any person including bullying
- action that has caused or is likely to cause physical danger to any person or risk serious damage to school property
- sexual, physical or emotional abuse of members of staff or pupils
- unfair discrimination or favouritism
- racist incidents or acts, or racial harassment and
- any attempt to prevent disclosure of any of the issues listed.

2.4 The PIDA sets out the full statutory rights and obligations of members of staff wishing to whistleblow.

### **3. Safeguard Against Reprisal, Harassment and Victimisation**

3.1 The Local Governing Body will not tolerate harassment or victimisation of members of staff when matters are raised in accordance with the PIDA provisions. Any member of staff who victimises or harasses a member of staff as a result of their having raised a concern in accordance with the whistleblowing policy will be dealt with under the Local Governing Body's staff disciplinary procedures.

### **4. Confidentiality**

4.1 The Local Governing Body recognises that members of staff may want to raise

concerns in confidence and will do its utmost to protect the identity of members of staff who raise a concern and do not want their name disclosed.

4.2 However investigation into the concern could reveal the source of the information; and statements may be required from the member of staff as part of the evidence, which would be seen by all parties involved. If the investigation leads to prosecution and the whistleblower is likely to be called in to give evidence in court.

## **5. Anonymous Allegations**

5.1 Staff should put their name to allegations whenever possible - anonymous concerns are much less powerful. Nonetheless anonymous allegations may be considered under this whistleblowing procedure especially concerns raised relating to the welfare of children. In relation to determining whether an anonymous allegation will be taken forward the Local Governing Body will take the following factors into account:

- the seriousness of the issue raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources, and obtaining information provided.

## **6. Untrue and Malicious/Vexatious Allegations**

6.1 If a member of staff makes an allegation in good faith but it is not confirmed by further inquiry the matter will be closed and no further action taken. If, however, the inquiry shows that untrue allegations were malicious and/or vexatious or made for personal gain then the Local Governing Body will consider taking disciplinary action against the member of staff.

## **7. Allegations Concerning Child Protection Issues**

7.1 If a member of staff raises a concern related to a child protection issue, the headteacher or chair of governors (if the concern is about the Headteacher) should urgently consult the LA officer designated to lead on child protection. However, in relation to child protection issues, it is open to the member of staff to make a direct referral to the social services designated manager either before raising their concern with the Local Governing Body or where the headteacher or chair of governors fails to do so after raising their concern and the member of staff remains concerned about the situation.

## **8. Procedure for Making a Whistleblowing Allegation**

8.1 Concerns should be expressed in writing to the Headteacher. If the concerns involves the Head Teacher then the Chair of the LGC Governors should be the first point of

contact. In both cases please use the form at Appendix 1. It is expected that the person receiving the allegation will become the investigating officer. However it is at the discretion of this person to delegate the investigation to another person if they feel this is appropriate.

8.2 If you feel you cannot express your concerns within the school, it is open to you to raise your concern with someone outside the school setting from the list of organisations in the section of this policy 'Taking the Matter Further'. However it would usually be expected that the Chair of the MAT Board would be the person to whom you express your concerns outside of the school, and thence to the Birmingham Diocesan Director of Education

8.3 Where the concern relates to a child protection matter, if you do not want to raise this through the school, you must consult the LADO (Local Authority Designated Officer - lead on child protection) or if that person is not available, the local authority's designated social services manager for child protection. If the concern needs to have Police or other statutory authority involvement, the whistleblowing process will be halted until the statutory authorities have completed their investigations and confirmed that it is appropriate to continue with the whistle blowing process.

8.4 Your concern should be in writing (using Appendix 1) for the avoidance of doubt. You should set out the background and history of the concern; giving names, dates and places where possible, and explaining the reason for your concerns. If you feel unable to put the matter in writing you can still raise your concern verbally and should telephone or arrange to meet the appropriate person. You can also ask your trade union or professional association to raise the matter on your behalf or to support you in raising the concern.

## **9 Response to Whistleblowing**

9.1 The matter raised may:

- need inquiry internally in the school
- need to be passed to the Police if it relates to alleged criminal activity
- need to be passed to the Diocesan Director of Education Officer who deals with complaints about financial management or financial propriety in schools.
- need to be referred to the LA officer designated to lead on child protection if there is a concern relating to child protection, or if that person is not available the local authority's designated social services manager for child protection.

9.2 At this stage concerns/allegations are neither accepted nor rejected.

## **10. Timescale for Response(see Appendix 2 for process)**

10.1 You will normally receive a written response within 5 working days (except in the case of anonymous allegations):

- acknowledging that the concern has been received
- indicating how it is proposed to deal with the matter
- giving an estimate of how long it will take to provide a final response
- advising whether any enquiries have been made
- advising whether further enquiries will take place
- informing you of support available whilst matters are looked into, and
- maintaining confidentiality wherever possible, but also explaining that it may not be possible that you can remain anonymous.

## **11. The Inquiry Process**

11.1 The investigation officer will:

- look into the allegation - seeking evidence and interviewing witnesses as necessary.
- maintain confidentiality wherever possible but will be mindful that there is no guarantee that the whistleblower can remain anonymous.
- if appropriate, bring the matter to the attention of the LA person dealing with complaints about financial management of schools.
- if appropriate, for concerns of criminal behaviour refer the matter to the Police.
- if appropriate, for concerns of child protection, refer the matter to the LA officer designated to lead on child protection/local authority social services designated manager for child protection. The whistleblowing process will be halted until the statutory authorities have completed their investigations and confirmed that it is appropriate to continue with the whistleblowing process.

11.2 If the investigating officer needs to talk to you, you are permitted to be accompanied by a trade union or professional association representative or a fellow member of staff not involved in the area of work to which the concern relates.

11.3 The target is to complete the inquiry within 15 working days from the date of the initial written response, although the enquiry may extend beyond this timescale.

## **12. The Inquiry Report**

12.1 Following completion of the inquiry process the investigating officer will make a

written report and if necessary action will be taken. This may result in a trigger for the grievance and/or disciplinary procedure to be implemented against the person reported. The whistleblower will also be notified of the outcome. The report will not contain the whistleblower's name unless you have expressly stated that you wish to be named.

12.2 If the investigation was carried out by a person other than the Headteacher or Chair of Governors the written report must be submitted to the Headteacher and Chair of Governors to determine what further action (if any) is required. When considering further actions, the Headteacher and Chair of LGC Governors must act on any recommendations made in the report. If the Headteacher and Chair of Governors cannot agree on further actions, a panel of three governors (excluding the Headteacher, Chair of Governors and any governors employed at the school) will be convened to consider the report and agreed further actions.

12.3 Following completion of the investigation, and any actions arising from the investigation, a copy of the report (anonymised) will be made available to all governors.

### **13. Taking the matter further**

13.1 If no action is to be taken and/or you are not satisfied with the way the matter has been dealt with, you can make a complaint under the Local Governing Committee complaints procedure or raise your concerns with other organisations as listed below:

- the Chief Education Officer of the Birmingham Diocese
- a relevant professional body or regulatory organisation e.g. the Education funding Agency
- a solicitor
- the Police - for concerns of criminal behaviour
- a trade union or professional association
- Public Concern at Work (an independent charity that provides free advice for persons who wish to express concern about fraud and other

#### **Key contacts**

Public Concern at Work - <http://www.pcaw.org.uk/> tel 020 7404 6609

Official Bodies you can report to - <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies>

#### **Child Protection and exploitation concerns**

Warwickshire Safeguarding Children Board phone 01926 410410 Email

wscb@warwickshire.gov.uk Address Saltisford Office Park Ansell Way Warwick CV34 4UL



## **Children's welfare**

Children's Commissioner about the views and interests of children in England The Office of the Children's Commissioner 33 Greycoat Street London SW1P 2QF Tel: 020 7783 8330  
Email: [info.request@childrenscommissioner.gsi.gov.uk](mailto:info.request@childrenscommissioner.gsi.gov.uk) [www.childrenscommissioner.gov.uk](http://www.childrenscommissioner.gov.uk)

Diocese of Birmingham 0121 426 0400

Director of Education

## **Appendix 1**

### **Making a Public Interest Disclosure (Whistleblowing)**

#### **Guidance**

This form is intended for use by any individual working in the school, (including contractors, agency workers and volunteers) who wishes to raise an issue about wrongdoing.

This form should be used to report wrongdoing within the school, (for example, 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).

If you are unsure about whether your concerns are best dealt with under the Whistleblowing Policy or Grievance Procedure, please read the Whistleblowing Policy, which provides examples 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 the Chair of Governors for further advice.

Once you have submitted this form, the whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone, (for example, your line manager) you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the organisation will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to the Chair of Governors in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

#### **Formal Public Interest Disclosure (Whistleblowing)**

<b>Employee's name:</b>	
<b>Employee's job title:</b>	
<b>Employee's department:</b>	
<b>Date:</b>	
<b>Does your public interest disclosure relate to your line manager?</b>	<b>Yes/No</b>
<b>Summary of disclosure:</b>	
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:**

**Signature:**

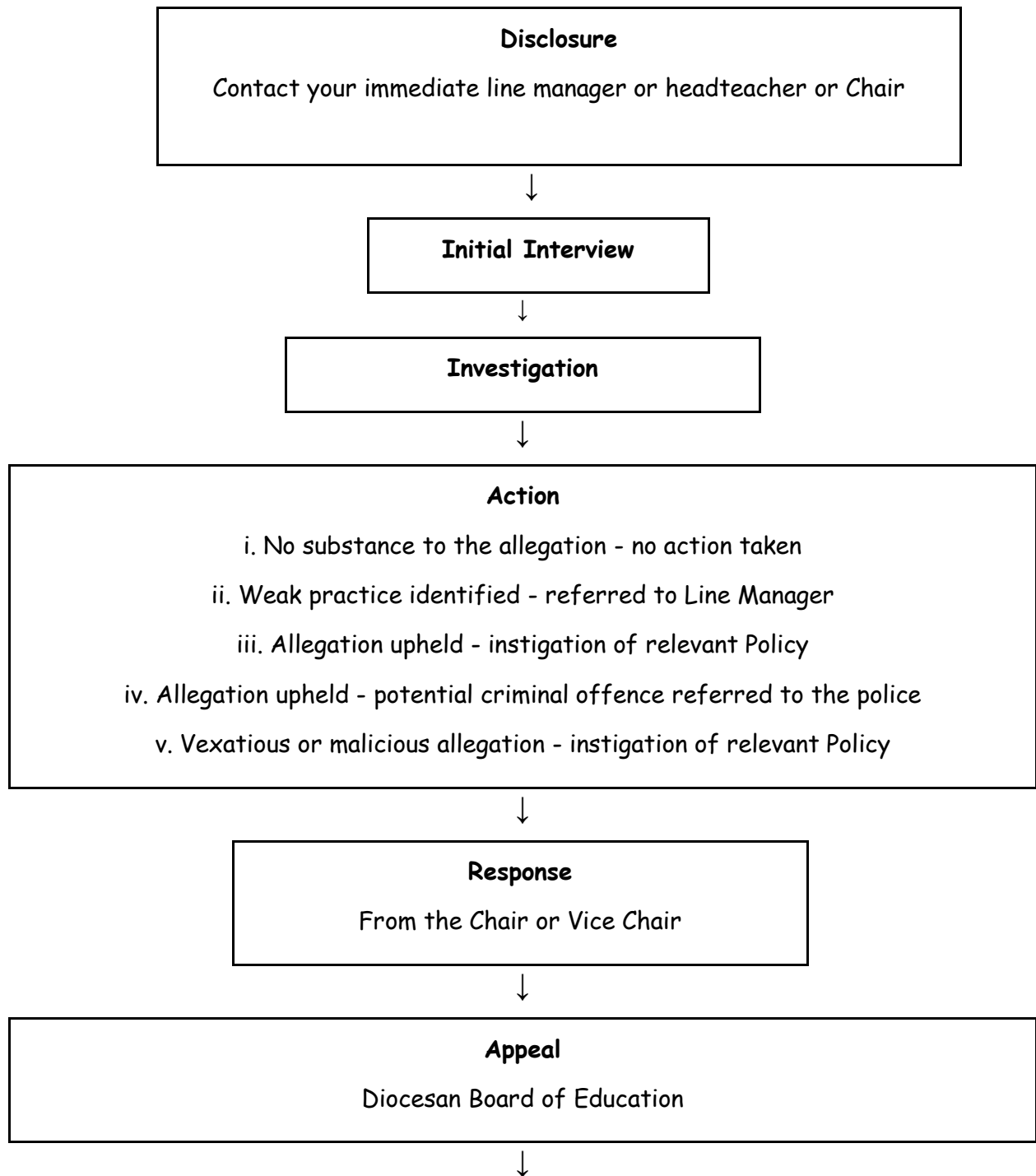
**For completion by the school:**

Date form received:

Name of recipient and job role:

Signature:

**Appendix 2 Heartwood MAT Confidential Reporting Internal Procedures Flowchart**



**Service Director (or nominee) decision as to action to be taken:**

- i. Confirm findings
- ii. Re-investigate the matter and take the appropriate response following the findings of the further investigation