



Southborough High School

WHISTLEBLOWING POLICY

Date March 2016

INTRODUCTION

Southborough High School expects the highest standards of conduct from all employees and expects all employees to co-operate in this by adhering to all laws, regulations, policies and procedures. It will treat any concern that an employee may have about illegal or improper conduct very seriously. The school is committed to accountability and employees should be made aware of the procedures to highlight to the head teacher if any serious breach of impropriety has occurred. This document sets out the procedure for employees who wish to notify any suspicions and also how the school should respond.

PURPOSE

- This procedure is designed to enable employees to notify the Headteacher of any reasonable suspicion of illegal or improper conduct. Where the concerns are about safeguarding children or young people, the school's Designated Senior Person for Child Protection should be notified
- It is a procedure in which the Headteacher will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure.
- Concern about a colleague's professional capability should not be dealt with using this procedure.
- It must ensure employees receive a response to their concerns and are aware of how to pursue them further if they are not satisfied with the initial outcome.

PRACTICE

When should it be used?

- This procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation.
- Employees who are worried about wrong doing at work do not necessarily have a personal grievance.
- Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.
- No employee who uses this procedure in good faith will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns.
- An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact any of the names listed in the section at the end of this policy for advice.
- Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the Responsible Officer for possible investigation. Normally you must first report any suspicion of such an irregularity to the Headteacher who will in turn report it to the Chair of Resources, Personnel and Finance Committee. In most cases this will be done through your line management structure.
- The exception to this last aspect is when the Head Teacher is the alleged suspect.

Mechanism for raising concerns

- Where the issue concerns your Headteacher or, having made your report, you believe he/she has failed to take appropriate action, then you should bring it to the attention of the Chairman of Governors.
- Employees who feel unable to follow this route, for whatever reason, have the option of contacting one of the names listed in the section at the end of this policy
- Depending on the nature of the concern the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.
- Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.
- Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.
- Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

What should be done if an issue is raised with a member of staff?

If a member of staff (other than the Headteacher) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Headteacher in the first instance.

Examples of illegal and/or improper conduct

- fraudulent or improper use of the school's money or assets
- dangerous practices at work
- corruptly receiving any gift or advantage
- allowing private interests to override the interests of the school.

Safeguarding children and young people

- All employees have a duty to report concerns about the safety and welfare of pupils/students
- The reason for the concern may be the actions of a colleague (including a more senior colleague), a governor, another pupil/student or someone outside the school. Whatever the reason, concerns must be reported.
- Concerns about any of the following should be reported to the school's Designated Senior Person for Child Protection (DSP):
 - physical abuse of a pupil/student
 - sexual abuse of a pupil/student
 - emotional abuse of a pupil/student
 - neglect of a pupil/student
 - an intimate or improper relationship between an adult and a pupil/student

PEOPLE TO CONTACT

Designated Person for Child Protection :

Dan Edwards dedwards@southborough.kingston.sch.uk

Responsible Officer:

Robert Bedford Robert@millerdavies.co.uk

AUTHORITIES TO CONTACT:

EFA online

https://form.education.gov.uk/fillform.php?self=1&form_id=cCCNJ1xSfBE&type=form&ShowMsg=1&form_name=Contact+the+Department+for+Education&noRegister=false&ret=%2Fmodule%2Fservices&noLoginPrompt=1

EFA by post

EFA Complaints
Chief Executive's Office
53-55 Butts Road, Earlsdon Park
Coventry CV1 3BH

TRADE UNIONS AND PROFESSIONAL ASSOCIATIONS

UNISON Flat 2
First Floor Wing
Merton Civic Centre
London Road
Morden
SM4 5DX
0208 - 545 - 4000

GMB Cooper House
205 Hook Road
Chessington
Surrey
KT9 1EA.
0208 - 397 - 8881

UNITE 30, Esher Place Avenue
Esher
KT10 8PZ
01372 - 463042

NUT Hamilton House, Mabledon Place
London
WC1H 9BD.
0207-388- 6191

NASUWT

Milestone House
Portsmouth Road
Woking
Surrey
GU23 7JZ
01483 - 226130

ATL

7 Northumberland Street
London
WC2N 5RD
0207 - 930 - 6441

NAHT

1 Heath Square
Boltra Road
Haywards Heath,
West Sussex
RH16 1BL
01444 - 472472

VOICE

2 St James Court
Friar Gate
Derby
DE1 1BT
01332 - 372 - 337

POLICY REVIEW

This policy is to be reviewed every two years

Review date: March 2018