

KINGSFOLD INTERNATIONAL ACADEMY



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Raising Ingenious Leaders

WHISTLEBLOWING POLICY

Our Whistleblowing Policy

Kingsfold International Academy is committed to the highest possible standards of:

- Openness and inclusiveness
- Accountability
- Integrity in-line with that commitment

So to ensure this is fully embraced the whistleblowing policy applies to all staff.

What is 'Whistleblowing'?

'Whistleblowing' is defined as 'raising concerns about misconduct within an organisation or within an independent structure associated with it' protects employees from suffering a detriment in their employment or being dismissed by their employer if they make disclosures in accordance with the legislation.

An employee has certain common law confidentiality obligations to their employer. However, in a limited set of circumstances whistleblowing may override these obligations if an employee reveals information about their employment or the work of the School. This guidance sets out the circumstances under which these disclosures may lawfully be made

A concern must relate to something which:

- a) is a breach of the school's policies; or
- b) falls below established standards or practice; or
- c) amounts to improper conduct, including something that may be:
 - abuse of pupils, students or other users
 - a breach of the law
 - a failure to comply with a legal obligation
 - deliberate concealment of any of these matters
 - a Health & Safety risk
 - damaging the environment
 - misuse of school money
 - corruption or unethical conduct
 - any other substantial and relevant concern

These issues could have arisen in the past, be currently happening or likely to happen in the future.

Aims:

- a) encourage those working in the school 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.
- b) provide guidance on how to raise concerns.
- c) reassure those raising concerns that they are able to raise genuine concerns “made in the public interest” without fear of reprisals, even if they turn out to be mistaken.

The school’s Board of Directors will provide all reasonable protection for those who raise concerns “made in the students’ and staff interest”.

The governing body will be responsible for ensuring that appropriate personal support is offered both to an employee raising a concern and to any employee against whom allegations have been made under this procedure.

School employees who wish to raise a concern or grievance about their own employment, should refer the school’s Complaints Procedure.

If you have a serious concern it should be reported using the following procedure.

1 How to Raise a Concern ('Whistleblowing')

- 1.1 All concerns will be treated sensitively and with due regard to confidentiality and where possible every effort will be made to protect your identity if you so wish. Nevertheless, this information will need to be passed on to those with a legitimate need to have this information and it may be necessary for you to provide a written statement or act as a witness in any subsequent disciplinary proceedings or enquiry. This will always be discussed with you first.
- 1.2 Where concerns are expressed anonymously the Principal in consultation with Board of Directors will decide how to proceed. An investigation may be carried out, depending on the nature of the allegations and the evidence/information presented.

2 Step 1

- 2.1 If you wish to raise a concern you should normally raise it with your line manager. This can be in person or in writing.
- 2.2 The school recognises that sometimes it may be inappropriate for you to approach your line manager with your concern. In these circumstances, a number of alternatives are available depending on the nature of your concern. You can contact any of the following:
 - Principal
 - Board of Directors
- 2.3 Although you are not expected to prove beyond doubt the truth of your concerns, you

will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.

3 Step 2

3.1 The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to you within 10 days (depending on the issues) to let you know how your concern will be dealt with.

3.2 The information you can then expect to receive is:

- an indication of how the concern will be dealt with
- an estimate of how long it will take to provide a final response
- whether any initial enquiries have been made
- whether further investigations will take place, and if not why not
- information about support available for you.

3.3 The person with whom you have raised your concern will at the same time notify School Principal that a whistleblowing allegation has been made.

4 Step 3

4.1 Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:

- an internal investigation by the Principal or a Director of school, which may, for example, take the form of a disciplinary investigation
- a referral to the Police
- the setting up of an external independent inquiry.

5 Step 4

5.1 You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law.

5.2 If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:

- a relevant professional body or regulatory organisation
- a relevant voluntary organisation
- the Police.

(See Annex 2 for further details).

5.3 You must make a disclosure “in the public interest”; and in the circumstances it must be reasonable for you to make the disclosure.

5.4 You have a duty to the School not to disclose confidential information. This does not prevent you from seeking independent advice at any stage or any of the listed agencies

attached.

6 Review and Reporting of the Procedure

- 6.1 This procedure will be regularly reviewed by the Senior Management in the school (Principal and Board of Directors) to ensure that it continues to remain compliant and meets the needs of Schools and those working in school.

Date of Review: September 2017

To be reviewed: **October 2018**

