

# Saltney Ferry C.P School



## Whistleblowing policy

<b>Chair of Governors:</b>	<b>Headteacher:</b>
<b>Ratified on:</b>	<b>Revised by:</b>

## Policy for 'Whistleblowing'

Whistle blowing is the means by which an employee can raise concerns with a third party, often with his or her employer. This means that all members of staff are able to raise concerns about conduct or practice within the school, which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice and be able to do so without fear of victimisation and with confidence that their concerns will be taken seriously and dealt with properly.

Statutory protection for employees who whistleblow is provide by the **Public Interest Disclosure Act 1998 (PIDA)**.

### **Aims & Scope**

The procedure should:

- give confidence to members of staff about raising concerns
- provide members of staff with ways of raising concerns
- ensure staff receive a response to their concerns they have raised and feedback on any taken
- offer assurance that members of staff are protected form reprisals or victimisation for whistleblowing action undertaken in good faith.

The procedure covers:

- unlawful conduct
- miscarriages of justice in the conduct of statutory or legal obligation
- Health and safety issues including risks to the public as well as risks to pupils and members of staff.
- maladministration, misconduct or malpractice
- 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

### **Whistleblower's Safeguard Against Reprisal Harassment and Victimisation**

The committee recognises that the decision to whistleblow can be a difficult one for a member of staff but it us in the long-term interests of the school that concerns are addressed. The governors will encourage an ethos that staff feel able to raise concerns. The PIDA provides protection to employees where their disclosure can be classes as protected disclosure.

## **Confidentiality**

The committee will do its utmost to protect the identity of the member of staff who raises a concern but the person disclosing needs to realise it may, in the course of an investigation be necessary to name sources and an employee could be called to give evidence in court.

## **Anonymous Allegations**

The committee will; encourage staff to put their names to allegations whenever possible- anonymous allegations are much less powerful. They will be considered under this procedure but the following will be taken into account:

- the seriousness of the issue raised
- the credibility of the concern
- the likelihood of confirm the allegations from attributable sources

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

If an allegation is made in good faith but not confirmed then the matter will be closed. If the allegation was malicious and or vexatious or made for personal gain then the committee will consider taking disciplinary action.

## **Allegations Concerning Child Protection Issues**

If a member of staff raises a concern related to a child protection issue, the person in charge, or registered person will contact Social Services and/or....

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

The concern should be raised with the person in charge or if it is about the person in charge with the registered person. If the complaint is about the registered person then and if it is felt this cannot be implemented through the School/club then it should be reported to:

CIW

North Wales Region

Government

Buildings Sarn

Mynach Llandudno

Junction LL31 9RZ

[Tel:0300 062 5609](tel:03000625609)

[www.CIW.org.uk](http://www.CIW.org.uk)

If the concern needs to have police or other statutory authority involvement the whistle blowing process will be halted until the authorities have completed their investigations and confirmed that it is appropriate to continue with the whistleblowing process

## Response to Whistleblowing

The matter raised may:

- ❖ need inquiry internally in the club/school
- ❖ need to be passed to the Police if it relates to alleged criminal activity
- ❖ passed to the business manager who deals with finance – management/propriety
- ❖ registered person who is designated to lead on child protection or social services

At this stage concerns/allegations are neither accepted nor rejected

### Timescale for Response

The person in charge or registered person will provide 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 enquires have been made
- ❖ Advising whether further enquires will take place
- ❖ Informing you of support available whilst matters are looked into
- ❖ Maintaining confidentiality wherever possible but also explaining that it may not be possible for anonymity to be kept.

### The Inquiry Process

The person in charge or registered person will:

- ❖ Look into the allegation – seeking evidence and interviewing witness as necessary
- ❖ Maintain confidentiality whenever possible but will be mindful that guarantees cannot be given
- ❖ If appropriate bring the matter to the attention of the registered person appointed person with responsibility for financial management.
- ❖ If appropriate for concerns of criminal behaviour refer the matter to the Police
- ❖ If appropriate refer the matter to the children protection officer at social services or

If the registered person appointed needs to talk to a member of staff they are permitted to have trade union official or professional association representative or fellow members of staff not involved their area of work..

The target is to complete the inquiry **within 10-15 working days** from the date of the initial written response.

**The Inquiry Report**

A written report should be submitted to the registered person within 5 working days., The whistleblower’s name will not be stated unless that has been requested.

The registered person will then convene a meeting of at least one other committee member and an independent person from outside the committee body. This should normally take place **within 5-10 working days** following receipt of the inquiry report.

Following notification of the committee’s decision, the registered person will notify the whistleblower of the outcome normally within 5 working days.

**Taking the Matter Further**

If no action has been taken and the person is not satisfied with the way the matter has been dealt with it can be raised under the committee’s complaint procedure.

This whistleblowing policy and procedure was passed for use in Broughton Primary’s Play Buddies.

On:.....

By:.....Position:.....  
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By:.....Position:.....  
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By:.....Position:.....  
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Date of planned  
review:.....

**Further information, useful contacts:**

Acas (Advisory, Conciliation and Arbitration Service)  
Citizens Advice Bureau  
Jobcentre Plus  
WWW.businesslink.gov,  
uk