



Emmanuel Holcombe C of E Primary

Whistleblowing policy

Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

Mission statement

In our small, friendly school, everyone respects and cares for one another
In our community, church, home and school we work together to grown in faith and friendship
In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding

Policy written: May 2020

Review date: May 2022

Statement:

Emmanuel Holcombe is committed to the highest possible standards of openness, probity and accountability. All employees of Emmanuel Holcombe are expected to come forward and voice any concerns. They will be able to do so in confidence and without fear of reprisal.

Legislation

UK Public Disclosure Act 1998 came into force on 2nd July 1999. The Act promotes the public interest.

Scope: This procedure covers major concerns as illustrated below:

- Conduct which is an offence or breach of the law
- Disclosures relating to miscarriage of justice
- Health and safety risks, including risks to the public as well as other employees
- Damage to the environment
- Unauthorised use of public funds
- Unethical conduct

Thus any serious concerns any employees have about the operation of school or the conduct of staff or members of the Governing Body can be reported under this policy.

How to raise a concern:

As a first step you should normally raise concerns with your immediate line manager. However, depending on the seriousness and sensitivity of the issue it may be appropriate to raise the issue with the Chair of Governors.

Concerns are best raised in writing. Staff are encouraged to use the following format:

- The background and history of the concern
- The reason why you are particularly concerned about the situation

If you are not able to put your concern in writing you should meet with the appropriate person as detailed above.

You are encouraged to put your name to your allegation. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Governing Body.

You may wish to consider discussing your concern with a colleague or trade union representative and you may wish to bring a representative along to any meetings you may attend.

The School recognises that reporting a concern can be difficult. If what you are saying is true you should have nothing to fear. If you raise a concern in good faith you will have nothing to fear.

All concerns raised will be treated in confidence and every effort made not to reveal your identity if you so wish. However, you need to be aware that you may need to come forward as a witness.

How the school will respond:

The school will respond to your concerns. Where appropriate the matter raised may:

- Be investigated within the school
- Be referred to the Chair of Governors
- Be referred to the police
- Form the subject of an independent enquiry

If the matter is dealt with within school, the Headteacher (or another member of the senior leadership team nominated by the Headteacher) or Governing Body will respond to the concern. Where there is a concern regarding a Headteacher, the Chair of Governors, will respond.

If you are not satisfied with any action taken or you feel it is right to take the matter outside the school the following are possible contacts points:

- Your solicitor
- Your trade union
- Your local Citizens Advice Bureau
- Relevant professional bodies or regulatory organisations
- A relevant voluntary organisation (eg Public Concern at Work 0207 404 6609)
- The Police
- The Audit Commission via a special telephone hotline – 0303 444 8330

However, please be aware that you may not necessarily be informed of the outcome of your concern.

If you do take the matter outside of the school, you should check that you do not disclose confidential information.

This document should be read in conjunction with the Emmanuel Holcombe's Complaints Procedure Policy.