



# HEBDEN GREEN COMMUNITY SCHOOL



## WHISTLEBLOWING POLICY

Written by	Reviewed by	Ratified by	Ratified on	Status
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### Introduction

Hebden Green Community School is committed to the highest possible standards of openness, probity and accountability. As an employee of the school you may sometimes see practices that seem suspicious or that concern you. In line with our commitment to take any concerns seriously we encourage employees with concerns about any aspect of the schools work to come forward and voice their concerns without fear of reprisals.

### Purpose and scope

These procedures have been introduced to provide employees with a secure basis for reporting suspicions of impropriety, in the knowledge that the matter will be treated confidentially.

This policy covers the reporting of a malpractice, the information that will need to be recorded and the steps that need to be followed to ensure that you do not suffer any recriminations or victimization.

These procedures are intended to supplement, existing policies and procedures. They are therefore designed to cover those instances where the person reporting the matter feels that, for any reason, they cannot make use of other procedures.

### Legislation

The Public Interest Disclosure Act 1998 protects employees who expose serious wrong doing in the workplace. It applies where a malpractice is disclosed involving:-

- a crime or breach of regulatory, administrative and common law;
- a miscarriage of justice;
- danger to health and safety;
- damage to the environment;
- unauthorised use of public funds;
- possible fraud and corruption; and
- sexual, physical or financial abuse of clients

The Act protects you from victimization where you reasonably believe the information, and are acting in good faith.

A disclosure is protected if you have an honest and reasonable suspicion that a malpractice has occurred, is occurring or is likely to occur. As an employee you can raise the matter with your line manager who will refer it to one of the named below, or if you prefer direct to:-

- Head Teacher

- Chair of Governors: Ashley Roberts

## **Safeguards**

### **Harassment or victimisation**

Hebden Green is committed to good practice and high standards, and wants to be supportive of employees.

The school recognises that the decision to report a concern can be a difficult one to make; it will not tolerate any harassment or victimisation and will protect you if you raise a concern in good faith.

If you happen to be involved in any disciplinary or redundancy procedures these will be kept separate from the investigation of your complaint.

### **Confidentiality**

The school will protect the confidentiality of all matters raised by concerned employee.

### **Anonymous allegations**

The school cannot investigate anonymous allegations as they cannot respond to the complainant.

### **Untrue allegations**

If you make an allegation in good faith, but it is not confirmed by the investigation, no actions will be taken against you. If however, as an employee you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

## **Procedures**

### **Sharing concerns**

The following information is designed to help you share a concern you might have.

You can raise your concern orally, (i.e. face to face or over the phone) or in writing. If you write, mark the envelope 'personal, private and confidential' and if the concern is of a serious nature, hand deliver the envelope to the person you wish to report the matter to.

Whichever way you choose, please give as much information as you can.

The following are some of the areas we may wish to explore:-

- background information;
- information as to why you are concerned;
- details of any other procedures which you have already used, and what happened;
- the names of the employee involved;
- dates or periods of time relating to the matter;
- the names and jobs of any other employees who may support your concern.

The earlier you express your concern, the easier it will be to take action.

You will need to demonstrate that there are reasonable grounds for concern. You may find it easier to raise the matter jointly if there is another employee who has the same concern, and will support your allegation.

### **How the school will respond**

Some concerns may be resolved by agreed action without the need for an investigation. If urgent action is required this will take place before an investigation is undertaken.

### **What You Will be Told**

The person to whom you have raised your concern will contact you within 10 working days giving you the following information:

- acknowledging that the concern has been received;
- indicating how the school intends to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- detailing any initial enquiries that have been made; and
- informing you whether further investigations will take place (and if not, why not)

The amount of contact you have with the people considering the matter will depend on the type of concern, the potential difficulties of the investigation and the availability of information. Whenever possible, you will be told the final outcome of any investigation.

The school will take steps to minimise any difficulties you may experience as a result of raising a concern.

### **If you are not satisfied with the school response**

This procedure is meant to give everyone an effective way to raise a concern within the school (and if possible resolve it internally). However, if you are still unhappy after using the procedure (and getting a final written response) you are entitled to consider taking your concern elsewhere, for example to your union.

Signed on behalf of the Governing Body
Date: