

WHISTLEBLOWING POLICY – IMPLEMENTATION AT ST PATRICK’S

- Staff member (teaching/non-teaching staff) raises concern both verbally and in writing (form available at the back of the Whistleblowing Policy document) to their Line Manager. (For EYFS this would be Miss Hudson and for KS1/KS2 this would be Allison Snape). For administrative staff, their immediate Line Manager is Mrs Lomas, Headteacher. If immediate Line Manager is not available in school, then raise concern with the Headteacher.
- If the concerns are about the Headteacher, then the concern should be raised with the Chair of Governors.
- Trade Union reps are available to help support staff members during the process and at any meetings.
- Please refer to Pages 7/8 of the Whistleblowing Policy if the staff member feels that they cannot disclose to any member of the school staff and feels the need to disclose to an external person.
- The staff member must put their name to the allegation but this will be kept in the strictest confidence by all concerned.
- The staff member raising the concern/allegation has the right to have a colleague/trade union representative with them at meetings.
- The response from school will depend on the nature of the concern, but response will include:-
 - a) Internal investigation
 - b) Referral to the Police (cases of possible fraud etc)
 - c) Referral to auditors (see above)
 - d) School’s disciplinary procedure
- Within 10 days of the concern/allegation being received by the school, a response will be made from the Headteacher or Governing Body outlining the actions to be taken, with a timescale and details of how the allegation will be progressed.

March 2017

