

**All Hallows' CE (VA) Primary School**  
**WHISTLEBLOWING: INDEPENDENT REPORTING OF CONCERNS AT WORK POLICY**  
**2018-19**

## **Introduction**

Our employees will often be the first to notice if there is something seriously wrong within their workplace. Sometimes it may seem difficult to speak up because of feelings of disloyalty, or because of a fear of harassment or victimisation.

We expect the highest standards of behaviour and all employees have a responsibility to voice any concerns they have, normally with their head teacher or chair of governors

This Whistleblowing procedure is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report your genuine concerns.

It allows employees to bring to the attention of those who can make a difference any practice which they believe or suspect:

- is unlawful
- is a serious breach of the Schools policies, procedures and rules (for example, the Contract Procedure rules)
- falls substantially below established standards of practice
- amounts to improper conduct

It is difficult to come up with a complete list of issues which might cause concern, but you should report known or strongly suspected fraud, corruption, bribery, theft or financial irregularities; the physical, mental or sexual abuse of students; unfair discrimination; abuse of power; dangerous practices; criminal conduct; serious damage to the environment; negligence; unprofessional behaviour ; evasion of statutory responsibilities or where you believe that an activity is taking place which involves gross waste or mismanagement of funds.

This procedure is not to be used if you are generally dissatisfied at work or as a replacement to your existing employment rights with the school. If you make any allegations maliciously or for personal gain, you may be disciplined.

This policy is endorsed by all the trade unions representing council and school employees.

## **How to raise a concern**

### **a) Through your Head Teacher or Chair of Governors**

Normally you should first speak to your Head teacher. But if you feel that you can't do this – for example if you believe that they are involved – then you should speak to your Chair of Governors: Sue Edwards on 07990523742

### **b) Through your trade union or a councillor**

You may find it helpful at this stage to contact your trade union representative, or you might prefer to contact a councillor, or someone who you trust to advocate on your behalf.

### **c) Through the Whistleblowing route or LADO (local Authority Designated Officer)**

If you do not feel able to contact any of these people you should call the council's Whistleblowing answerphone – ring **01484 225030** or email [whistleblowing@kirklees.gov.uk](mailto:whistleblowing@kirklees.gov.uk) or

(LADO)Ann Crossley on 01484 221000 [ann.crossley@kirklees.gov.uk](mailto:ann.crossley@kirklees.gov.uk)

You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details – it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answerphone and email will be heard and seen only by the council's Corporate Customer Standards team. They will then review all messages confidentially, and contact either the Head of HR and /or the LADO.

### **How your concerns will be dealt with**

All allegations will be investigated: how and by whom depends on how serious they are and who they involve. The investigation may be handled internally, or referred to an external agency such as the council's external auditor, the LADO or the police.

If you raise your concerns under this policy then we will write to you within 10 working days saying:

- What we intend to do
- How long we think this will take
- Whether any more information is required from you

We will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

If you make a Whistleblowing complaint, you have a right not to be bullied, harassed or mistreated as a consequence of this. If you believe that you are suffering detriment as result of your complaint you should report this to the Corporate Customer Standards Officer.

Any person who treats a whistle blower in a detrimental way as a result of their whistleblowing will be liable to disciplinary action.

### **Raising your concerns elsewhere**

This Whistleblowing policy has been drawn up so that you can have your concerns dealt with properly, independently and confidentially by the school governors and leadership team but if you have no faith in this process, then you may consider contacting:

- The council's external auditor – KPMG, 1 The Embankment, Neville Street, Leeds LS1 4DW or phone 0113 231 3148
- The police – phone 101 from any phone (9 then 101 from council phones)
- Public Concern at Work – an independent authority on whistleblowing at [www.pcaw.co.uk](http://www.pcaw.co.uk) or phone 020 7404 6609
- An appropriate regulatory body, that the government believes may be appropriate to receive whistleblowing concerns as set out in;

Department of Business Innovation & Skills 15/298; Blowing the Whistle to a Prescribed Person; List of Prescribed Persons & Bodies

Web address [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/431221/bis-15-289-blowing-the-whistle-to-a-prescribed-person-list-of-prescribed-persons-and-bodies-2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431221/bis-15-289-blowing-the-whistle-to-a-prescribed-person-list-of-prescribed-persons-and-bodies-2.pdf)

School/Council employees have a responsibility not to undertake any action which might bring the School/council into disrepute. If you do decide to report your concerns outside the School/council, you must ensure that you have a good reason for doing so and you must not disclose confidential information. Provided that your behaviour is appropriate you may retain the statutory protection offered to Whistle-blowers.

Approved by the Governing Body November 2018