

Whistleblowing Policy



Wayfield Primary School

Reviewed: July 2018

Review Date: July 2019

WHISTLEBLOWING – (Confidential Reporting)

This policy shows employees which actions to take, if they are concerned with wrongdoing within the school, multi-academy trust or Local Authority.

Employees are well positioned to know when something wrong is taking place within the school/Local Education Authority and therefore feel concerned.

How to raise concerns

As a first step, employees should normally raise concerns with their immediate manager, Head Teacher or Leading Head Teacher. Preferably concerns must be raised in writing without undue delay setting out the background and history of the concern, giving names, dates and places where possible, and the reason for the employee's particular concern.

If the employee believes that senior management of the school is involved they should approach the Principal Adviser (Staffing and Development). If an employee believes officers of the LEA or of the Central Team of the Trust more generally are involved, the concern may be raised directly with the Chief Executive, the Chief Executive and Director of Corporate Resources, the Director of Law and Administration/Monitoring Officer, or the Head of Internal Audit.

How the governing body / LEA will respond

Within ten working days of a concern being received, the governing body/LEA will write to the employee:

- acknowledging that the concern has been received;
- indicating how it proposes to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- telling the employee whether any initial enquiries have been made, and
- telling the employee whether further investigations will take place, and if not, why not.

Employees will also be provided with details of support available which will include access to counselling facilities.

The action taken by the governing body/LEA will depend on the nature of the concern. The matters raised may:

- be investigated internally;
- be referred to the Police;
- be referred to the external auditor; or
- form the subject of an independent inquiry

Signed:..... T Williams, Head Teacher

Date:.....

Signed:..... R McDonald, Chair of Governors

Date:.....