



# **Whistle Blowing Policy**

## **(Senior & Junior Schools)**

*Updated July 2024*

The Board of Directors formally adopted this policy with the intention that it is reviewed annually.

### **Rationale:**

The Board of Directors aims to be a good employer and is committed to high standards of probity and good practice in employer/employee relations. The Public Interest Disclosure Act 1998 protects employees from any victimisation by employers if they reveal any wrong-doing in the workplace, and fear that they might be victimised in doing so. The policy is designed to ensure that employees can follow simple procedures, and to reassure everyone in the school that their concerns will be taken seriously.

### **Responsibilities**

The Head has overall responsibility for the procedures and for ensuring that:

- Appropriate procedures are in place
- They are implemented
- Any concerns and any action taken are reported to the Board of Directors
- All staff are aware of their rights and duties under the Act

All school staff are covered, including part-time and temporary staff, supply teachers, peripatetic workers and visitors to the school, such as health workers.

### **Rights**

Any worker at the school is entitled, without any fear of reprisal, to disclose any action, which he/she reasonably considers

- Potentially or actually unlawful, or
- Involves a miscarriage of justice, or
- Compromises an individual's health and safety
- Might cause environmental damage, or
- Contravenes any school policy, or
- Might be considered improper, or
- Falls below the normal standards of conduct in the school or any concealment of such action

The Board of Directors guarantees this right, so long as the individual has acted in good faith.

### **Duties:**

It is the duty of all staff, paid or voluntary, to consider before disclosing that they

- Act in good faith when making such a disclosure
- Must not commit a criminal offence in so doing
- Do not disclose such confidential information to any person outside the school other than a member of the Board of Directors
- Not expect any personal gain from making that revelation



### **Complaints Procedure**

Members of staff should consider whether the school's grievance or complaints procedure should be followed in the first instance.

Any disclosure of a lack of probity during these procedures is protected by the whistle blowing legislation.

### **Confidential Reporting**

In addition, any member of staff who has a reasonable concern about the probity of any action taken in the school can also choose to follow the 'confidential reporting route'. In the first instance, he/she should take the matter up in confidence with the Head, or, if the concern is about any action taken by the Head, then the matter is taken up with a member of the Board of Directors.

The Head must attempt to resolve the matter with the member of staff within a reasonable time, and in any case must report progress to the member of staff within ten days of the making of the complaint. If the member of staff is not satisfied with the Head's response to the complaint, or the time being taken to resolve it, the member of staff may take the matter up formally and promptly with a member of the Board of Directors.

The member of the Board of Directors should attempt to produce a resolution within ten working days of receiving the complaint.

If the member of staff is still not satisfied he/she can formally take the matter to the Board of Directors.

### **Victimisation :**

At all times the Board of Directors guarantees the member of staff will be protected from any reprisals or victimisation. However, any members of staff taking such a course must not make malicious or vexatious allegations, which are shown to be untrue. In such circumstances the member of staff's conduct could lead to disciplinary action.

### **Monitoring and Review**

The Head will report all complaints of this nature to the next Board of Directors meeting, without revealing the name of the complainant or any unnecessary details. The Head will report on the nature of any complaint and the action taken, and the resolution of it. The Board of Directors will review the working of the procedures from time to time.