



# St Bartholomew's CE Primary School

## Whistle Blowing

### Introduction

The staff and governors of St Bartholomew's Primary School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. In the event that members of school staff, parents, governors or the school community at large become aware of activities which give cause for concern, St Bartholomew's Primary School has established the following whistle blowing policy, or code of practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Throughout this policy, the term whistle blower denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies published in May 1996.

St Bartholomew's Primary School is committed to tackling fraud and other forms of malpractice or misconduct and treats these issues seriously. As a school we recognise that some concerns may be extremely sensitive and we have therefore developed a system which allows for the confidential raising of concerns within the school environment but also has recourse to an external party outside the management structure of the school.

St Bartholomew's Primary School is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety or concern regarding malpractice or wrongdoing including failure to adequately safeguard pupils and not matters of more general grievance which would be dealt with under the school grievance procedures.

### When might the whistle blowing policy apply?

The type of activity or behaviour which St Bartholomew's Primary School considers should be dealt with under this policy includes:

- any inappropriate behaviour which is in breach of the school's child protection policy
- manipulation of accounting records and finances
- inappropriate use of school assets or funds
- decision-making for personal gain
- any criminal activity
- abuse of position
- fraud and deceit
- serious breaches of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)

### What action should the whistle blower take?

St Bartholomew's Primary School encourages the whistle blower to raise the matter internally in the first instance to allow those school staff and governors in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

St Bartholomew's Primary School has designated a number of individuals to specifically deal with such matters and the whistle blower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

### **Name & Position Contact details**

Head teacher: Mr James Shawley  
School: 01775 640357  
Email: james.shawley@stbartholomews.lincs.sch.uk

Responsible Officer: Rachel Cox  
School: 01775 640357  
Email: rachel.cox@stbartholomews.lincs.sch.uk

Chair of Governors: Mrs Miren Haines-Gough  
School: 01775 640357  
Email: officeadmin@stbartholomews.lincs.sch.uk

The whistle blower may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Alternatively if the whistle blower considers the matter too serious or sensitive to raise within the internal environment of the school, the matter can be raised with external bodies.

In the case of financial/administrative impropriety concerns should be directed in the first instance to the Council's Head of Audit.

The Council has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the whistle blower. The Council will ensure relevant officers of the Department for Education and Employment are informed as appropriate.

In addition information and advice can be obtained from the charity Public Concern at Work. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Public Concern at Work  
Suite 306  
16 Baldwins Gardens  
London  
EC1N 7RJ  
Telephone number 020 7404 6609

In the case of a safeguarding matter relating to the conduct of a member of staff/volunteer in school, if the whistle blower considers the matter too serious or sensitive to raise within the internal environment of the school the matter can be reported to Lincolnshire Customer Service Centre, Children's Services of reporting concerns and Early Help Team for Advice (01522 782111 or 01522 782333 (out of hours)).

### **How will the matter be progressed?**

The individual(s) in receipt of the information or allegation [the investigating officer(s)] will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, the police, the LADO (in compliance with procedure detailed in the Dfe Keeping Children Safe in Education- statutory guidance for schools and colleges Sept 2019 (or later issue)), the Department for Education and Employment, Lincolnshire County Council.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.

The whistle blower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to the governing body, the LADO and the Council.

If the whistle blower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the investigating officer(s), the governing body and/or directed to the Council.

### **Respecting confidentiality**

Wherever possible St Bartholomew's seeks to respect the confidentiality and anonymity of the whistle blower and will as far as possible protect him/her from reprisals.

St Bartholomew's Primary School will not tolerate any attempt to victimise the whistle blower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

### **Raising unfounded malicious concerns**

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

### **Conclusion**

Existing good practice within St Bartholomew's Primary School in terms of its systems of internal control both financial and non-financial and the external regulatory environment in which the school operates ensure that cases of suspected fraud or impropriety rarely occur. Furthermore due to the high standards of care provided for children, on-going safeguarding training and safer recruitment practises cases of suspected misconduct/malpractice relating to the safeguarding of children rarely occur.

This whistle blowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and will be actioned.

### **Reporting and monitoring**

The head teacher will report instances of investigations caused as a result of whistleblowing and will work closely with the governors to ensure any improvements in relation to schools operations to prevent reoccurrence of any substantiated claims are implemented.

Signed: .....Head teacher

Reviewed: January 2016  
Reviewed: December 2017  
Reviewed: December 2018  
Reviewed: December 2019  
Review Date: December 2020