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<b>Person Responsible:</b>	Karen Gaster, Head Teacher
<b>Ratified by:</b>	Alfred Foglio – Chair of the Board of Directors

**The purpose of the plan is to:**

- Set out the framework for how issues can be raised confidentially internally, and/or if necessary, outside the management structure of the School to a prescribed body
- Ensure all disclosures are handled consistently and fairly, and ensure appropriate action is taken by the School to resolve the issue in line with this Policy.

## Introduction

Whistleblowing is a colloquial term for disclosing wrongdoing in your organisation. The law protects workers from being retaliated against by their employer if they make a 'protected' disclosure.

Yarrow Heights is committed to open and honest communication and ensuring the highest possible standards in integrity – we will always treat whistleblowing as a serious matter.

In line with the school's commitment to openness, probity and accountability, members of staff are encouraged to report concerns. This policy will work to ensure that, if an employee sees or suspects that something is wrong, they will raise this with the school. This is known as "blowing the whistle" – a phrase that is used throughout this policy and should be viewed as a positive action of speaking up.

This policy seeks to ensure that any member of staff who suspects malpractice knows how to raise concerns and what procedures are in place to deal with the concern.

Where this policy necessitates personal or special category data to be processed, it will be done so in accordance with the school's Data Protection Policy. This policy will not be confused with the procedure on dealing with harassment at work or the school's Grievance Policy and Disciplinary Policy and Procedure.

The Head Teacher is the first point of contact for whistleblowing queries. However, if the allegation relates to the Head Teacher, the concern should be raised by contacting [clerktoboard@yarrowheights.com](mailto:clerktoboard@yarrowheights.com)

This policy will:

- Give confidence to members of staff when raising concerns about conduct or practice that is potentially illegal, corrupt, improper, unsafe or unethical, or which amounts to malpractice or is inconsistent with school standards and policies.
- Provide members of school staff with avenues to raise concerns.
- Ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken.
- Offer assurance that members of staff are protected from reprisals or victimisation for whistleblowing action undertaken in good faith and within the meaning of the Public Interest Disclosure Act 1998 (PIDA).

Under this policy, any of the following can raise a concern:

- Employees of the school
- Voluntary workers working with the school
- Trainees, such as student teachers

## 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996

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- DfE (2021) 'Keeping Children Safe in Education 2023'
- GOV.UK (2012) 'Whistleblowing for employees'
- Sir Robert Francis (2015) 'Freedom to speak up report'

This policy operates in conjunction with the following school policies:

- Disciplinary Policy and Procedure
- Data Protection Policy

## 2. The Public Interest Disclosure Act

The Public Interest Disclosure Act 1998 (PIDA) protects employees who “blow the whistle” where the employee reasonably believes that the disclosure falls within the remit of the prescribed person or body and that the information, and any allegations are substantially true. Disclosures made under this procedure will be monitored for statistical purposes as required under the PIDA. The details of any disclosure will remain confidential.

Any member of the school community or the general public is able to “blow the whistle”; however, the PIDA only protects employees. [Section 6](#) includes further details on how whistleblowing affects non-employees.

## 3. Definitions

**Whistleblowing** is when an employee reports suspected wrongdoing, or ‘qualifying disclosures’, at work to their employer.

As outlined by the PIDA, **qualifying disclosures** pertain to when any of the following takes place:

- A criminal offence has been committed, is likely to be committed or is being committed
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
- A miscarriage of justice has occurred, is occurring or is likely to occur
- The health or safety of any individual has been, is being or is likely to be endangered
- The environment has been, is being or is likely to be damaged
- Information tending to show any matter falling within any of the preceding points has been, is being or is likely to be deliberately concealed

**In the public interests** means that an individual acted outside of their own personal interest – they acted for more than personal gain. It is not necessary for the disclosure to be of interest to the entire public. The following considerations are often used as a test to establish whether something is within the scope of public interest:

- The number of people in the group whose interests the disclosure served
- The nature of the interests and the extent by which individuals are affected by the wrongdoing disclosed
- The nature of the wrongdoing disclosed
- The identity of the alleged wrongdoer

**Blacklisting** refers to an individual who is being refused work because they are viewed as a whistleblower.

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless the particular case is in the public interest.

**Grievances** involve someone filing a complaint because they personally have been mistreated in some way – the person making the complaint will have a direct interest in the outcome. It is important to understand the difference between raising a grievance and blowing the whistle.

Grievances should be reported under the school's Bullying & Harassment Policy and/or the Grievance Policy.

#### 4. Roles and responsibilities:

The Senior Leadership Team will be responsible for:

- Establishing, updating and agreeing the whistleblowing procedure.

The Head of Operations will be responsible for:

- Monitoring the effectiveness of this policy and undertaking any necessary reviews, e.g. in relation to good practice recommendations or changes in legislation.
- Ensuring all members of the school community have access to this policy.
- Investigating, in liaison with the Head Teacher, any concerns that are raised.
- Ensuring this policy provides an open and transparent framework where employees of the school can raise their concerns.

The Head Teacher will be responsible for:

- Ensuring all members of staff have read and understood this policy.
- Receiving, investigating, and responding to any concerns that have been raised by school staff.
- Being the first point of contact regarding whistleblowing.
- Taking the necessary action against members of staff following an investigation into any alleged malpractice.

A designated member of the Board of Directors will be responsible for receiving any concerns raised about the Head Teacher and will carry out or appoint an individual to carry out any required investigation. To contact the Board email [clerktoboard@yarrowheights.com](mailto:clerktoboard@yarrowheights.com)

All members of staff will be responsible for:

- Raising any concerns that meet the definitions in section 3 of this policy.
- Being truthful and reasonable with any concerns that they have.
- Not raising malicious or unfounded concerns.

#### 5. Harassment and victimisation of staff

The school recognises that the decision to report a concern can be a difficult one to take, not least because of the fear of reprisal from those responsible for the malpractice or from the school as a whole; however, the school will not tolerate any such harassment or victimisation and will take appropriate action to protect staff who raise a concern in good faith.

Staff are protected in law by the PIDA, which gives employees protection from detriment and dismissal where they have made a protected disclosure, providing the legal requirements of the Act are satisfied, e.g., the disclosure was in the public interest.

Any member of staff who victimises or harasses a member of staff as a result of their having raised a concern in accordance with this policy will be dealt with under the school's Disciplinary Policy and Procedure.

## 6. Non-employees

The PIDA and the Employment Rights Act 1996 do not protect non-employees as far as whistleblowing is concerned. Irrespective of this, the school will not allow harassment or exclusion for any non-employee who raises a genuine concern.

Where an individual feels that they have been unfairly treated following blowing the whistle, they should make a complaint under the school's Complaints Procedures Policy.

## 7. Good practice principles

The school will implement the core whistleblowing principles, as outlined in the 'Freedom to speak up report', to ensure that whistleblowing procedures are fair, clear, and consistent.

The school will implement a **culture of change** by ensuring the following principles are reflected in our ethos and values – there will be a culture:

- Of safety in the school.
- Where people feel confident with raising concerns.
- Free from bullying.
- Of visible leadership.
- Of valuing staff.
- Of reflective practice.

By providing a clear procedure for mediating and resolving cases, as outlined in [section 8](#), the school will ensure that all cases are efficiently handled. This procedure includes:

- How to raise and report concerns.
- How investigations will be conducted.
- How the school will mediate and resolve disputes.

The school will implement **measures to support good practice** by ensuring adherence to the following principles:

- Offering relevant training to staff
- Providing the necessary support to staff
- Providing support to staff who are seeking alternative employment
- Being transparent
- Being accountable
- Conducting an external review of any concerns raised, where necessary
- Undertaking regulatory action as required

We will ensure there are **particular support measures in place for vulnerable groups** by adhering to the following principles:

- Ensuring non-permanent staff are taught, and receive training on, the same principles as permanent staff
- Ensuring trainees are subject to all the safeguarding and whistleblowing principles

- Ensuring staff from ethnic minorities are supported, as they may feel particularly vulnerable when raising concerns
- Ensuring staff are empowered and protected, enabling them to raise concerns freely

## 8. Procedure

When raising concerns, individuals will express them in writing to the Head Teacher. If an individual is raising a concern about the Head Teacher, they should express their concerns in writing to the Board of Directors by emailing [clerktoboard@yarrowheights.com](mailto:clerktoboard@yarrowheights.com). Where this is the case, the Board will nominate a senior member of staff who will take on the Head Teacher's duties outlined in section 9.

When individuals raise their concern, they will include the following information as far as possible:

- The background and history of the concern
- Any relevant names, dates and places
- The reasons for the concern

The school encourages individuals to let their identity be known when they raise concerns, as anonymous concerns can be challenging to investigate.

Individuals who would like to seek professional and confidential advice should contact Protect, a registered charity that advises on whistleblowing queries. The Protect website can be accessed at [www.protect-advice.org.uk](http://www.protect-advice.org.uk); or they can also be contacted on 020 31172520.

Once an individual has raised a concern, the school will be responsible for investigating it.

In certain instances, it may be appropriate for the individual to raise the concern with an outside agency, e.g. the Local Authority Designated Officer or the police, depending on the severity of the concern.

If a member of staff feels like they are unable to raise a safeguarding-related concern with the school, they are able to contact the NSPCC Whistleblowing Helpline. [www.nspcc.org.uk/keeping-children-safe](http://www.nspcc.org.uk/keeping-children-safe); or the Local Authority Designated Officer. Telephone: 023 8091 553 /07500 952 037 or email [LADO@southampton.gov.uk](mailto:LADO@southampton.gov.uk). This information is displayed on our Safeguarding posters throughout the school.

**The school, the Board or the appropriate external agency will acknowledge receipt of a disclosure but, unless additional information is required, will not contact or engage in dialogue with the whistleblower, as this may undermine the legitimacy of the investigation outcome.**

The following contact details should be used to raise concerns; emails should be entitled **“CONFIDENTIAL – WHISTLEBLOWING CLAIM”** and sent to:

**Head Teacher:** [whistleblowing@yarrowheights.com](mailto:whistleblowing@yarrowheights.com)  
 Directors [clerktoboard@yarrowheights.com](mailto:clerktoboard@yarrowheights.com)

The first line of your email should say:

“I am sending this email in accordance with the YHS Whistleblowing Policy”

The whistleblowing mailbox is monitored solely by the Head Teacher for privacy and confidentiality.

If the whistleblower considers the matter relates to the Head Teacher, then they should contact [clerktoboard@yarrowheights.com](mailto:clerktoboard@yarrowheights.com). If the whistleblower feels that the matter is too serious or too sensitive to raise internally, they may refer the matter to an external prescribed body.

A prescribed body is an organisation, normally with some regulatory function (for example the Health and Safety Executive), which is prescribed by the Secretary of State for the purposes of the Act who an individual may make a protected disclosure to. Any such disclosure to a prescribed body will qualify for protection under the Public Interest Disclosure Act (1998). A list of prescribed bodies is available at the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360648/bis-14-1077-blowing-the-whistle-to-a-prescribed-person-the-prescribed-persons-list-v4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360648/bis-14-1077-blowing-the-whistle-to-a-prescribed-person-the-prescribed-persons-list-v4.pdf)

In the event that the whistleblower feels a disclosure should be referred to an external prescribed body some of the relevant bodies are also set out below:

<b>Nature of disclosure:</b>	<b>External reporting/Prescribed body:</b>
Fraud or financial malpractice (see 3.2 below)	Education & Skills Funding Agency <a href="https://www.gov.uk/government/organisations/education-and-skills-funding-agency">https://www.gov.uk/government/organisations/education-and-skills-funding-agency</a>
Child Protection/ Safeguarding issues	Local Authority Designated Officer 023 8091 5535 / 07500 952 037 or email <a href="mailto:LADO@southampton.gov.uk">LADO@southampton.gov.uk</a> NSPCC Whistleblowing helpline: 0800 028 0285 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Data protection issues	Information Commissioner <a href="https://ico.org.uk/">https://ico.org.uk/</a>
Health and Safety issues	Health and Safety Executive <a href="http://www.hse.gov.uk/">http://www.hse.gov.uk/</a>
Teaching and professional standards	Ofsted Piccadilly Gate Store Street Manchester M1 2WD Tel: 0300 123 3155 Email: <a href="mailto:whistleblowing@ofsted.gov.uk">whistleblowing@ofsted.gov.uk</a>

## 9. Next steps

The Head Teacher or allocated Board member will write to the individual within **10 working days** of the initial meeting to confirm that the concern has been received, as well as to indicate proposals for dealing with the matter.

The initial stage will be an interview with the whistleblower, and then an assessment of further action will be discussed. During this initial stage, the Head Teacher will establish if:

- There are grounds for a concern and that it is genuine.
- The concern was raised in accordance with this policy.

During the initial interview, the Head Teacher will request the individual puts their concern in writing, if they have not already done so. The Head Teacher will write a summary of the concern if the individual is unable to put it in writing.

The Head Teacher will explain the following to anybody raising a concern:

- How they will communicate with the complainant throughout the process. It should be noted, the need for confidentiality may prevent the school giving the complainant specific details of any necessary investigation or any necessary disciplinary action taken as a result of the concern.
- That the complainant's identity will be kept confidential from the alleged wrongdoer.
- That the Senior Leadership Team will do everything in its power to protect the complainant from discrimination.
- That if the concern is genuine, even if the concern is not confirmed, no disciplinary action will be taken against the complainant.

If clear evidence is uncovered that the complainant's concern is malicious or unfounded, disciplinary action may be brought against them.

If an investigation is carried out, the whistleblower will be informed of the final outcome.

A record will be kept of the seriousness of the issues raised and the credibility of the concern. All records will be kept confidential and will be stored in line with the school's Records Management Policy.

It may be possible for the concern to be resolved by simply agreeing the necessary action or explaining procedures to the alleged wrongdoer; however, depending on the severity and nature of the concern, it may:

- Be investigated by management, an internal audit or through the disciplinary process.
- Be referred to the police or an external auditor.
- Form the subject of an independent inquiry.

If the investigating officer needs to talk to the whistleblower, a professional association representative, a friend or a fellow member of staff not involved in the area of work that the concern relates to. This person will provide support only and will not be allowed to become involved in the proceedings.

A record will be made of the nature and outcome of the concern. The purpose of this is to ensure that a central record is kept which can be cross-referenced with other complaints to monitor any patterns of concern across the school and to assist in monitoring the procedure.



The whistleblower will be informed of the results of the investigation, and any action that is proposed will be subject to third party rights. Where action is not taken, the individual will be given an explanation.

## 10. What the school asks of whistleblowers

The purpose of this policy is to enable individuals to raise concerns in confidence, without any fear of reprisal; therefore, it is imperative that whistleblowers:

- Do not talk about the concern outside the school unless it is to report the concern through the proper external channels, e.g. the LADO.
- Declare any personal interest in the matter, as the policy is designed to be used in the interest of the public and not for individual matters.

## 11. Appeal process

If no action is to be taken and/or the individual is not satisfied with the way the matter has been handled, they can make a complaint to the Proprietor and Chair of the Board of Directors Alfred Foglio.

## 12. Unfair treatment

An individual can take a case to an employment tribunal if they feel that they have been treated unfairly as a result of whistleblowing. Further information can be sought from the Citizen's Advice Bureau or the whistleblowing charity Protect. [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

## 13. Monitoring and review

The Senior Leadership Team will review this policy annually, ensuring that all procedures are up-to-date and in line with legislative guidelines. – the next review date for this policy is **September 2024**.

Any changes made to this policy will be communicated to all members of staff.

Appendix 1 Flowchart of whistleblowing decision making process

**WHISTLEBLOWING FLOW CHART**

