

Wellington School



Whistleblowing Policy (Policy on Public Interest Disclosures)

Updated: September 2020

Review Date: September 2022



Wellington School



Policy Title	Whistleblowing (Policy on Public Interest Disclosures)
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Summary of Contents

This document outlines the procedures for staff, Governors and Members to report concerns confidentially.

Date of Update	September 2020
Review Date	September 2022
Status	Statutory
Member of SLT Responsible	Headteacher

Whistleblowing Policy

Policy on Public Interest Disclosures

Rationale

The Governing Body 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 victimized in so doing. This policy is designed to ensure that employees can follow simple procedures, and to reassure everyone in school that their concerns will be taken seriously.

Responsibilities

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

- appropriate procedures in line with LA requirements are in place,
- they are implemented;
- any concerns and any action taken are reported to the Governing Body; and
- all staff are aware of their rights and duties under the Act

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.

This right is guaranteed by the Governing Body, so long as the individual has acted in good faith.

Duties

Individuals must:

- act in good faith when making such a disclosure: and
- must not commit a criminal offence in so doing; or
- disclose such confidential information to any person outside the school and
- not expect any personal gain from making the revelation

Complaints Procedure

They 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 whistleblowing legislation, and the Governing Body's guarantee.

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, with the Chair of the Governing Body.

Staff can contact the Chair of the Governing Body, either by letter, addressed to the School, or by email chair@wellington.trafford.sch.uk

The Head, or Chair of the Governing Body, 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 or Chair'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 the Governing Body, via the Clerk to Governors, Caroline Wood, who will arrange contact.

The Governing Body must appoint no fewer than three of its members to consider the formal complaint, and to attempt 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 Full Governing Body.

Victimisation

At all times the Governing Body guarantees the member of staff will be protected from any reprisals or victimisation.

However, any member 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.

Governors/Members of the School

Any Governor/Member of the School, 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 Chair of the Governing Body. If the concern is about any action taken by the Chair of the Governing Body, then the concern should be taken to another governing board member, such as Vice Chair of the Governing Body.

Monitoring and Review

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

Links to further information relating to Whistleblowing

For further information regarding Whistleblowing procedures, please see links below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/415175/bis-15-200-whistleblowing-guidance-for-employers-and-code-of-practice.pdf

www.acas.org.uk/grievance

<https://protect-advice.org.uk/>