

# **Dial Park Primary School**

**April 2018**

## **Confidential Reporting Policy “Whistleblowing”**

### **Introduction**

This document should be read in conjunction with the corporate Confidential Reporting Policy. The rights & responsibilities outlined within the corporate procedure are inherent within this procedure; this document outlines particular responsibilities for school based employees.

### **Statement**

This Governing Body is committed to the highest possible standards of openness, probity and accountability. Any school governors who have serious concerns about the school are expected to come forward and voice those concerns. They will be able to do so in confidence and without fear of reprisal.

### **Legislation**

UK Public Disclosure Act 1998 came into force on 2<sup>nd</sup> July 1999. The Act promotes the public interest

### **Scope**

This policy is additional to the existing mechanisms that exist for raising particular issues e.g. the grievance procedure exists for issues around employment, parental complaints are managed through the Governor complaints procedure & Schools Management Team, child protection issues should be directed in the first instance to the Principal Education Welfare Officer

This procedure covers major concerns as illustrated below:

Conduct which is an offence or breach of the law

Disclosures relating to miscarriage of justice

Health & safety risks, including risks to the public as well as other employees

Damage to the environment

Unauthorised use of public funds

Unethical conduct

Thus any serious concerns you have about the operation of the school or conduct of school staff or members of the Governing Body can be reported under this policy.

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## **How to raise a concern**

As a first step you should normally raise concerns with your immediate manager or Headteacher. However depending on the seriousness and sensitivity of the issue it may be appropriate to raise the issue with the Chair of Governors. In extreme cases you should approach the Corporate Director for Children & Young People (or an appropriate representative).

Concerns are best raised in writing. Staff are encouraged to use the following format:

The background and history of the concern

The reason why you are particularly concerned about the situation

If you are not able to put your concern in writing you should meet with the appropriate person as detailed above

You are encouraged to put your name to your allegation. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the governing body in line with the corporate guidelines.

You may wish to consider discussing your concern with a colleague or trade union representative, you may wish to bring a representative along to any meetings you may have.

The School recognises that reporting a concern can be difficult. If what you are saying is true you should have nothing to fear. If you raise a concern in good faith you will have nothing to fear.

All concerns raised will be treated in confidence and every effort made not to reveal your identity if you so wish. However you need to be aware that you may need to come forward as a witness.

## How the school will respond

The School will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate the matter raised may:

Be investigated within school

Be referred to the appropriate Service within the Council for further investigation

Be referred to the external auditor

Be referred to the police

Form the subject of an independent enquiry

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If the matter is dealt within school the appropriate member of the school management team or Governing Body will respond to the concern. If the matter is referred to the Council the corporate process will be followed.

If you are not satisfied with any action taken or you feel it is right to take the matter outside the Council, the following are possible contact points:

your local councillor

the external auditor

your solicitor

your trade union

your local Citizens Advice Bureau

relevant professional bodies or regulatory organisations a relevant voluntary organisation

the police

the Audit Commission

If you do take the matter outside the Council, you should ensure that you do not disclose confidential information. Check with the contact point about that

To be reviewed yearly.

This policy is on permanent display in the staffroom.