

Gorse Hill Primary School



WHISTLEBLOWING POLICY

Date of Policy	September 2017
Ratified by Governors	October 2017
Signature of Chair of Governors	
Date of next review	Sept 2021
Reviewed	26/9/18 by Personnel Committee 16/1/2020- personnel Committee
Date of next review	Aut 2023

Introduction

The staff and governors of Gorse Hill 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, Gorse Hill Primary School has established the following whistleblowing 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 *whistleblower* 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.

Gorse Hill Primary School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. Gorse Hill Primary School recognises that some concerns may be extremely sensitive and has 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.

Gorse Hill 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 and not matters of more general grievance which would be dealt with under the Gorse Hill Primary School grievance procedures.

When might the whistleblowing policy apply?

The type of activity or behaviour which Gorse Hill Primary School considers should be dealt with under this policy includes:

- 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)
- acting against the School's code of practice and personal actions not supportive of School ethos

What action should the *whistleblower* take?

Gorse Hill Primary School encourages the *whistleblower* 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.

Gorse Hill Primary School has designated a number of individuals to specifically deal with such matters and the *whistleblower* 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	0161 865 1209
Mrs L Bates	lbates@gorsehillprimary.co.uk
Responsible Officer: Mrs E Rodda	erodda@gorsehillprimary.co.uk
Chair of Governors Cllr David Acton	David.acton@trafford.gov.uk

The *whistleblower* 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 *whistleblower* considers the matter too serious or sensitive to raise within the internal environment of the school, the matter 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 *whistleblower*. 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

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 Department for Education and Employment, the 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 *whistleblower* 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 and the Council.

If the *whistleblower* 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 Gorse Hill Primary School seeks to respect the confidentiality and anonymity of the *whistleblower* and will as far as possible protect him/her from reprisals. Gorse Hill Primary School will not tolerate any attempt to victimise the *whistleblower* 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 Gorse Hill 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. This whistleblowing 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.

WHISTLEBLOWING POLICY - CHECKLIST

Annexe B

Employees will often be the first to see or suspect misconduct, which may be innocent or which may turn out to be a fraud on your organisation, a public danger, or some other serious malpractice. Making sure your employees keep their eyes open and can and do play their part is a key way to promote, display and ensure good practice.

If you successfully involve your employees, it should give a clear message to those who are tempted that they won't get away with it. And everyone else will soon see that you are serious about tackling all forms of serious malpractice and abuse.

Setting the context

1. Involve your employees, listen to their sense of right and wrong. Explain what fraud on the organisation is, its effect on their jobs and the service they provide. Be as clear about the effects of other forms of serious malpractice
2. When you find serious malpractice (whether by employees, contractors or the public), deal with it seriously. Remember you can't expect your employees to practice higher standards than those you apply
3. Make it clear that the organisation is committed to tackle fraud and abuse, whether the perpetrators are inside or outside
4. Make it known how seriously you treat the issue. If employees don't know that you will tackle the problem, they won't tell you about it
5. Employees need to know what practices are unacceptable (eg as to hospitality, gifts). They should be encouraged to ask management if something is appropriate before - not after - the event
6. Get staff unions to back and promote this approach.

Be open to concerns

7. It is never easy to report a concern, particularly one which may turn out to be fraud or corruption.
8. Try to ensure that management is open to such concerns **before** they become part of a grievance and do not let management's lack of action itself become a grievance
9. Make it clear that you will support concerned employees and protect them from reprisals. Do everything you can to respect their confidentiality
10. Aside from line management, make sure employees have another route to raise a concern within the authority. This should be to the Chief Executive, a non-executive director or senior officer. Tell employees by posters, memos or messages on their pay slips how they can contact that person in confidence. And remind them of relevant external routes if they do not have confidence to raise the concern internally, such as an external auditor, a regulatory body and that they can approach Public Concern at Work for confidential advice.

Dealing with concerns

11. Remember there are two sides to every story
12. Respect and heed legitimate employee concerns about their own safety or career
13. Emphasise to both management and to staff that victimising employees or deterring them from raising a concern about malpractice is a disciplinary offence
14. Make it clear that abusing this process by raising unfounded allegations maliciously is a disciplinary matter
15. Offer to report back to the concerned employee about the outcome of the investigation and, where possible, on any action that is proposed.

This checklist has been recommended by the Nolan Committee and the Audit Commission to public bodies. You may reproduce this checklist provided you credit it to Public Concern at Work.

Public Concern at Work tel 020 7404 6609

Signed Chair of Governors: _____

Date: _____