



## Quarrydale Academy

### Confidential Reporting / Whistleblowing Policy

<b>Title of Policy</b>	<b>Confidential Reporting / Whistleblowing Policy</b>
<b>Originator</b>	<b>T Paling</b>
<b>Date agreed by Trustees</b>	<b>19<sup>th</sup> October 2023</b>
<b>Next Review date</b>	<b>Autumn 2024</b>
<b>Additional information</b>	

#### Log of Changes

<b>Date</b>	<b>Sections affected</b>	<b>Description</b>	<b>Revised by</b>	<b>Approved by</b>
		<b>Date change only</b>		



# Quarrydale Academy

## Confidential Reporting / Whistleblowing Policy

Date of last review: **Autumn 2022**

Date of next review: **Autumn 2023**

### Table of Contents

CONFIDENTIAL REPORTING/WHISTLEBLOWING.....	
Background.....	2
Introduction.....	2
SCOPE OF THIS POLICY .....	2
Aims of the Policy .....	2
Range of the Policy .....	3
Who can raise a concern under this Policy?.....	4
What should be reported? .....	4
SAFEGUARDS .....	5
The Legal Framework .....	5
Harassment or Victimisation .....	5
Support for the Person Raising Concerns.....	6
Confidentiality .....	6
Anonymous Allegations.....	6
Untrue Allegations.....	7
RAISING A CONCERN .....	7
Who should a concern be raised with? .....	7
How to raise concern(s).....	7
HOW THE ACADEMY WILL RESPOND .....	8
RECORD KEEPING.....	9
HOW THE MATTER CAN BE TAKEN FURTHER.....	10
REVIEW OF POLICY .....	10



# Quarrydale Academy

## 1. Background

The Public Interest Disclosure Act 1998 provides protection for staff who raise concerns about wrongdoing (e.g. frauds, dangers at work, etc) within their organisation.

<http://www.legislation.gov.uk/ukpga/1998/23/contents>

Following the legislation, subsequent Employment Tribunal cases have clearly indicated to employers that they should have an effective Whistleblowing Policy in place and this is also a requirement incorporated within the Academy Trust Handbook 2021.

The Governing Body originally adopted this policy in accordance with local authority and recognised trade union consultation and negotiation. Subsequent amendments are in accordance with contemporary legislation and DfE, ESFA guidance.

## 2. Introduction

The Headteacher and trustees recognise that a member of staff may be the first to realise if something is wrong within the Academy. However, staff may not want to express their concerns because they feel that speaking up would somehow be disloyal to their colleagues or to the Academy.

It is important for staff to know that Quarrydale Academy is committed to the highest possible standards of openness, probity and accountability. Part of meeting that commitment is to encourage employees and others with concerns about any aspect of the Academy's work to feel able to come forward and voice those concerns. The Academy recognises the need for confidentiality and the fact that the majority of cases will have to proceed on a confidential basis.

## SCOPE OF THIS POLICY

## 3. Aims of the Policy

The policy is designed to ensure that staff can raise their concerns about wrongdoing or malpractice within the Academy without fear of victimisation, subsequent discrimination or disadvantage. It is also intended to encourage and enable them to raise serious concerns within the Academy rather than ignoring a problem or 'blowing the whistle' outside.

This policy aims to:

- encourage staff to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice;
- provide avenues for them to raise concerns, in confidence if requested, and receive feedback on any action taken;
- ensure that they receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied;
- reassure them that they will be protected from possible reprisals or victimisation if they have made any disclosure in the public interest.

#### **4. Range of the Policy**

The policy is intended to enable those who have concerns regarding wrongdoing or malpractice to report those concerns at the earliest possible opportunity so that they can be properly investigated. The policy is not, however, intended to replace existing procedures, for example:

- if the concern relates to someone's own treatment as a member of staff or breaches of their own employment contract, they should raise this under the existing Grievance or Dignity at Work/Harassment procedure, as appropriate;
- if a parent or other user of the Academy has a concern about services provided, they should raise this as a complaint to the Academy under the existing Complaints Policy;
- some areas have their own specific procedures which need to be carefully followed, this is particularly important for Child Protection issues. Please see Disciplinary Procedures Part 2.

Where concerns are raised, the subsequent investigation may take the form of any appropriate procedure, either internal or external, e.g. an internal audit enquiry or a Police investigation.

The person who has raised the concerns will ordinarily be kept informed of progress and of the outcome of any investigation.

#### **5. Who can raise a concern under this Policy?**

The provisions of the policy apply to all:

- Employees at the Academy
- Trustees of the Academy
- Employees of contractors working for the Academy e.g. agency staff
- Employees of suppliers
- Voluntary workers within the Academy

## **6. What should be reported?**

A qualifying disclosure means any disclosure of information that in the reasonable belief of the employee is made in the public interest.

Staff should report any concerns that they have about service provision or about the conduct of employees or trustees of the Academy or others acting on behalf of the Academy that:

- make them feel uncomfortable in terms of known standards, or
- are not in keeping with the Academy's regulations and policies, or
- fall below established standards of practice, or
- are improper behaviour
- Has an adverse impact on the welfare and safety of the pupils

These concerns might relate to:

- conduct which is unlawful
- disclosures related to miscarriages of justice
- discrimination, including but not limited to age, race, sex, sexual orientation, religion or belief, gender re-assignment, disability, pregnancy or maternity and marriage or civil partnership
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public/school funds
- possible fraud and corruption
- neglect or abuse of clients, or
- other unethical conduct
- Deliberate attempt to conceal any of the above.

## **SAFEGUARDS**

### **7. The Legal Framework**

The Public Interest Disclosure Act 1998 provides legal protection, in certain circumstances, to workers making disclosures in the public interest about malpractice.

The Act makes it unlawful for an employer to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

## **8. Harassment or Victimisation**

The Academy is committed to good practice and high standards and to being supportive of its staff.

The Academy recognises that the decision to report a concern can be a difficult one to make. If a member of staff honestly and reasonably believes what they are saying is true, they should have nothing to fear because they will be doing their duty to the Academy, their colleagues and those for whom they are providing a service.

The Academy will not tolerate any harassment or victimisation (including any informal pressures) and will take the appropriate action to protect staff when they raise a concern in the public interest.

## **9. Support for the Person Raising Concerns**

Throughout the process the member of staff:

- will be protected from suffering a detriment, bullying or harassment from another employee or trustee
- will be given full support from the management and trustees of the Academy
- will have their concerns taken seriously
- will have the Academy doing all it can to help them throughout the investigation e.g. provide access to advocacy services where the individual has no access to Trade Union Support.

## **10. Confidentiality**

All concerns will be treated in confidence and any records relating to the case will be handled in accordance with the General Data Protection Regulation. Every effort will be made not to reveal the identity of the member of staff who raises concerns, should that be their wish.

If the concerns raised are investigated as part of the disciplinary/grievance/harassment procedures, it may be that it is not possible to take the appropriate action on the disclosure without the help of the person raising the concerns. As a result, they may be asked to come forward to act as a witness. If they agree to this, they will be offered the appropriate advice and support.

## **11. Anonymous Allegations**

This policy encourages staff to put their name to their allegation whenever possible. Concerns expressed anonymously are much less powerful but they may be considered at the discretion of the Academy. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern; and

- the likelihood of confirming the allegation from other sources.

## **12. Untrue Allegations**

Some concerns raised, may, when investigated, prove to be groundless. If a concern is raised or an allegation made in the public interest by someone reasonably believing it to be true and their concerns are not confirmed by investigation, they should have nothing to fear as the Academy will recognise their genuine motives. However, it needs to be stated, should someone make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

## **RAISING A CONCERN**

### **13. Who should a concern be raised with?**

As a first step, staff should normally raise concerns with their Head of Department, Line Manager or with the Headteacher. This might depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the wrongdoing.

On occasion, this is not appropriate, for example, if they are the person or persons about whom the concerns relate. The Academy has appointed Mrs J Wells, Business Manager as the named member of staff other members of staff can contact if they wish to report concerns. Mrs J Wildsmith is the named trustee.

If an individual is unsure whether or how to raise a concern or wants confidential advice, they may wish to consult their Trade Union. Alternatively, they can contact the independent charity Protect (formerly Public Concern at Work) on 020 3117 2520 or at [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

Their lawyers can give individuals free confidential advice on how to raise a concern about serious malpractice at work. For additional information on public concern at work and how it might help you, please visit <https://protect-advice.org.uk/>

### **14. How to raise concern(s)**

Staff may raise their concern by telephone, in person or in writing. In the interests of confidentiality, staff may raise concerns via their Trade Union. The earlier they express their concern, the easier it is to take action. They will need to provide the following information:

- the background and history of the concern (giving relevant dates);
- the reason why they are particularly concerned about the situation.

Although they are not expected to prove beyond doubt the truth of their suspicion, they will need to demonstrate to the person contacted that there are reasonable grounds for their concern.

Staff may wish to consider discussing their concern with a colleague first and they may find it easier to raise the matter if there are two (or more) of them who have had the same experience or concerns.

They may invite their Trade Union, professional association representative or a friend to be present during any meeting or interviews in connection with the concern(s) they have raised.

## **15. How the Academy will respond**

The Academy will take their concerns seriously and will respond to them.

In order to be fair to all employees, including those who may have been wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so what form that investigation should take.

Where concerns or allegations fall within the scope of specific Academy procedures, then they would normally be referred for consideration under those procedures.

As a result of this, where appropriate, the concerns raised may:

- Be investigated by management, internal audit or through the discipline/grievance/harassment process;
- be referred to the external auditors;
- be referred and dealt with under the established child protection procedures
- form the subject of an independent inquiry.

Within ten working days of your concern being raised the Headteacher (or Business Manager or Chair of Trustees, as appropriate) will write to the person raising the concern:

- acknowledging that their concern has been received;
- indicating how the Academy proposes to deal with the issue;
- telling them whether any further investigations will take place (and if not, explaining why this is the case);
- supplying them with information on staff support mechanisms.

The amount of contact between the person raising the concern and those considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. It is likely that the person raising concern will be interviewed to ensure that their disclosure is fully understood.

A meeting can be arranged away from the workplace, if they wish, and a union or professional association representative or a friend may accompany them in support.

The Academy will do what it can to minimise any difficulties that staff may experience as a result of raising a concern. For instance, if they are asked to give evidence in criminal or disciplinary proceedings, the Academy will arrange for them to receive appropriate advice and support.

They need to be assured that their disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, they will be kept informed of the progress and outcome of any investigation.



## **16. Record keeping**

The Headteacher has overall responsibility for the maintenance and operation of this policy. He will maintain a record of concerns raised and the outcomes. Records will be kept in such a way so as not to endanger the confidentiality concerning the identity of the person raising concerns.

Governing body minutes will include a record of:

- the school's whistleblowing arrangements
- the people in and outside the school that staff members should report concerns to

The Headteacher will report to the governing body as necessary.

## **17. How the matter can be taken further**

The aim of the policy is to provide staff with an appropriate way to raise their concerns. Hopefully, they will be satisfied with any action taken as a result of their raising issues. However, should this not be the case and they feel it necessary to take the matter outside the Academy, our prescribed contacts are:

- the external auditor
- the relevant trade union
- the police
- <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

This does not prevent staff from seeking their own legal advice.

If the member of staff raises their concerns outside the Academy, they should ensure that it is to one of the above prescribed contacts. A public disclosure to anyone else could take them outside the protection of the Public Interest Disclosure Act and of this policy.

They should not disclose information that is confidential to the Academy or to anyone else, such as a client or contractor of the Academy, except to those included in the list of prescribed contacts.

## **18. Review of policy**

Before its publication, the contents of this policy were subject to consultation with the relevant Trade Unions and the Academy will continue to review the policy every 12 months in accordance with contemporary legislation.

As part of this process, views will be sought from employees and relevant Trade Unions, with regard to how effectively the policy has operated and whether any revision is needed.

In the meantime, should any member of staff wish to suggest any addition/revision to the policy, they should speak to the Headteacher, who will consider their suggestions and if necessary put them forward at the time of the overall review.