



Cam Everlands Primary School  
*We Believe, Achieve and Celebrate*

## **Whistle Blowing Policy**

The School's Whistleblowing Policy is designed to reflect best practice, statutes and statutory guidance to assist the achievement of the aims, ethos and values of the school. The Headteacher and governors acknowledge the school's legal duties under the Equality Act 2010 as well as safeguarding policy and Keeping Children Safe in Education (KCSIE) 2021.

### **1 Rationale**

- 1.1 Cam Everlands School expects the highest standards of conduct from all employees and volunteers, and will treat seriously any concern that an employee or volunteer may have about illegal or improper conduct.
- 1.2 Employees and volunteers will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Headteacher any serious impropriety or breach of procedure.
- 1.3 This procedure is designed to enable employees to notify the Headteacher of any reasonable suspicion of illegal or improper conduct. Where the concerns are about safeguarding children or young people, the school's Designated Safeguarding Lead should be notified. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or college's safeguarding regime and know that such concerns will be taken seriously.  
Our whistleblowing policy identifies the procedures designed to ensure all employees and volunteers report illegal, or improper conduct or concerns about safeguarding children or young people

### **2. Objectives**

- 2.1 To identify the relevant policies and procedures that work together in order to keep children safe and meet safeguarding requirements.
- 2.2 To enable all employees to treat seriously any concern that an employee may have about illegal or improper conduct.
- 2.3 Ensure employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Headteacher any serious impropriety or breach of procedure.
- 2.4 Ensure the Headteacher will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure.

### **3. When to apply procedure**

- 3.1 This procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation.
- 3.2 Employees who are worried about wrong doing at work do not necessarily have a personal grievance.
- 3.3 Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.
- 3.4 No employee who uses this procedure in good faith will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns.
- 3.5 An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact any of the names listed in section 8 for advice.
- 3.6 Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the Local Authority for possible investigation. Normally you must first report any suspicion of such an irregularity to the Headteacher (but see 4.1), who will in turn report it to the Local Authority.

#### **4. Mechanism for raising a concern**

- 4.1 Where the issue concerns your Headteacher or, having made your report, you believe he/she has failed to take appropriate action, then you should bring it to the attention of the Chair of Governors.
- 4.2 Employees who feel unable to follow this route, for whatever reason, have the option of contacting one of the names listed in section 8.
- 4.3 Depending on the nature of the concern the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.
- 4.4 Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.
- 4.5 Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.
- 4.6 Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

#### **5. Allegation against a member of staff**

- 5.1 If a member of staff (other than the Headteacher) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Headteacher (but see 4.1).

#### **6. Examples of illegal / and or Improper conduct**

- fraudulent or improper use of the school's money or assets
- dangerous practices at work
- corruptly receiving any gift or advantage, thus failing to comply with the Bribery Act 2010
- allowing private interests to override the interests of the school.

#### **7. Safeguarding Children & Young People**

- 7.1 All employees have a duty to report concerns about the safety and welfare of pupils/students.
- 7.2 Concerns about any of the following should be reported to the school's Designated Safeguarding Lead (DSL):
  - physical abuse of a pupil/student
  - sexual abuse of a pupil/student
  - emotional abuse of a pupil/student
  - neglect of a pupil/student
  - an intimate or improper relationship between an adult and a pupil/student
- 7.3 The school's DSL is Mr Dominic Knill (Headteacher). In case of his absence from school it is the Deputy head teacher, Mr Thomas Payne, Mrs Elaine Cook (EYFS/KS1 Lead) or Mrs Sally Latuszka (SENCo) all of whom are Deputy DSLs.
- 7.4 The reason for the concern may be the actions of a colleague (including a senior colleague), a governor, another pupil/student or someone outside the school. Whatever the reason, concerns must be reported.

#### **8. Contacts (see 3.5 and 4.2)**

- Health and Safety Executive
- Environmental Agency
- Financial Services Authority
- DSS Benefits/Contributions Agencies Authority
- Serious Fraud Office
- Inland Revenue
- Charity Commission
- Custom and Excise

Or any of the trade union and professional association representatives:

UNISON  
NASUWT  
NAHT  
VOICE  
ASCL  
NEU

**9. Policy Review:**

This policy is reviewed every 2 years by the Full Governing Body.  
This policy was reviewed on January 2022.

Signed: ..... Chair of Governors

Signed: ..... Headteacher

Next Review date: January 2024