St Mary's Roman Catholic Primary School

Wisdom & Faith

Ofsted Outstanding Provider

Whistle Blowing Policy

Adopted and signed for on behalf of governing body: (Name) L. MURPHY-O'DWYER	
Date	29th June 2022
Policy to be reviewed:	Autumn 2023

St Mary's RC Primary School
SCHOOLS WHISTLE BLOWING CODE

A) Introduction

The Code is intended to help employees in or working with or assisting Schools in Lambeth who have major concerns over any wrong-doing within such Schools relating to unlawful conduct, financial malpractice or dangers to the public or the environment. Specific examples could include: -

- A criminal offence (e.g. fraud, corruption or theft) has been/is likely to be committed.
- A miscarriage of justice has been/is likely to occur
- The health or safety of any individual has been/is likely to be endangered
- The environment has been/is likely to be damaged
- Public funds are being used in an unauthorised manner
- The School's Governance arrangements have or are not being observed or are being breached by students, staff employed in or those working with or assisting Lambeth Schools.
- Sexual or physical abuse of any employee or service recipient is taking place (subject to the Child Protection Procedure in the case of children)
- Discrimination is occurring to any member of staff or service recipient on grounds of sex, race or disability
- Any other form of improper action or conduct is taking place
- Information relating to any of the above is being deliberately concealed or attempts are being made to conceal the same.

The School's Governing Body, based on advice received from the Council's Chief Internal Auditor, has issued this Code so as to enable you to raise your concerns about such malpractice(s) at an early stage and in the right way. The School's Governing Body would rather that you raised the matter when it is just a concern rather than wait for something to happen.

If something is troubling you, which you think we should know about or look into, please use this policy. If, however, you are aggrieved about your personal position, please use any appropriate Staff Grievance Policy – which you can get from your Headteacher. This Whistle Blowing Code is primarily for concerns where the interests of others or of the organisation itself are at risk.

If in doubt – raise it!

B) Aims of the Schools Whistle Blowing Code

The Code aims to:

- Encourage employees in or working with or assisting Lambeth Schools to feel confident in raising serious concerns and to question and act upon their concerns;
- Provide ways for employees in or working with or assisting Lambeth Schools to raise those concerns and get feedback on any action taken as a result;
- Ensure that employees in or working with or assisting Lambeth Schools get a response to their concerns;
- Ensure that employees in or working with or assisting Lambeth Schools are aware how to pursue their concerns and the appropriate steps to take if they are not satisfied with any action;
- Reassure employees in or working with or assisting Lambeth Schools that if they raise any concerns in good faith and reasonably believe them to be true, they will be protected from possible reprisals or victimisation.

It is not intended to be used where other more appropriate procedures are available, for example

- Grievances – (see Grievance Procedure)

Concerns may be raised orally or in writing. Employees who wish to make a written report should let us know:

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

G) How will the School and/or the Council respond?

Where you have informed the School of your concern, the Headteacher and/or Chair of Governors will also ensure that in the most serious of concerns, the Executive Director of the CYPS and the Chief Internal Auditor receives adequate details of the employees using this code for the purpose of corporate recording and monitoring purposes.

Where you have informed the Council of your concern, the Executive Director of the CYPS will ensure that adequate details are formally recorded for monitoring purposes.

Once you have informed the School or the Council of your concern, the appropriate officer will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. You will be told who may be handling the matter, how you can contact him/her and whether your further assistance may be needed. If you request it, the School or the Council will write to you summarising your concern(s) and setting out how it will be handled.

While the purpose of this Code is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.

Concerns or allegations which fall within the scope of specific procedures (for example child protection) will normally be referred for consideration under that relevant procedure. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

Where appropriate, the matters raised may:

- Be investigated by management, internal audit, the Executive Director CYPS, the Chief Internal Auditor or through the disciplinary process.
- Be referred to the police.
- Be referred to the external auditor
- Form the subject of an independent inquiry.

Usually, within two weeks of a concern being raised, the person looking into the concern will write to the person raising the concern:

- Acknowledging that the concern has been received.
- Indicating how the School propose to deal with the matter
- Giving an estimate of how long it will take to provide a full response
- Saying whether any initial enquiries have been made
- Supplying information on support available to you; and
- Saying whether further investigations will take place and if not, why not.

Subject to any legal constraints, the relevant employee will normally be informed of the final outcome of any investigation.

H) What safeguards are there for the person raising the concern?