



WHISTLEBLOWING POLICY

ISI Regulatory Code – A6

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This Policy is for Mount St. Mary's College and Barlborough Hall School
Linked Policies: Safeguarding Policy, Staff Induction, Behaviour

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Mount St Mary's College and Barlborough Hall School Whistleblowing Policy

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Whistleblowing Policy

1. Introduction

1.1 Mount St Mary's College, Barlborough Hall School and its Governing Body [the schools] are committed to the principles and practices of openness, honesty, probity and accountability. In line with this commitment the schools encourage all staff with genuine concerns about any aspect of its work to raise their concerns without fear of being disloyal or suffering harassment or victimisation.

1.2 All staff have a responsibility to act reasonably and to report wrongdoing. The aim of this policy is to put in place a process that protects those who make disclosures with regard to the matters listed below.

1.3 All staff have read this policy and have access to this policy in the school system.

2. Definition of whistleblowing (Protected Disclosures)

2.1 A whistleblower is a person who, in good faith, discloses information that;

- A criminal offences has been, is being or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
- A miscarriage of justice has occurred is occurring or is likely to occur,
- The health or safety of any individual has been, is being or is likely to be damaged
- The environment is being or is likely to be damaged
- Information tending to show that any matter falling within the paragraphs above has been or is likely to be deliberately concealed.

2.2 Confidentiality

3.1 All allegations made under this policy will be properly investigated. Where a member of staff has genuine fears of reprisals the schools will take reasonable and appropriate measures to minimise and/or eliminate reprisal risk. A senior member of staff will be nominated by the Deputy Headmaster to support the staff member making the disclosure and to monitor the risk situation.

3.2 Anonymous concerns will be assessed by a senior member of staff in conjunction with the Deputy Headmaster and a decision will be made as to whether an investigation should be undertaken. Details of the allegation and the action to be taken will be recorded and reported to the Chair of Governors.

4.Scope

- This policy applies to all individuals working at all levels of the schools, governors, employees, consultants/self-employed, contractors, trainees, part-time and fixed-term workers, volunteers, casual and agency staff (collectively referred to as staff in this policy).
- The schools Grievance Procedure should be used for dealing with employment related complaints.

5 Responsibilities

5.1 The schools Governing Body has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

5.2 The Deputy Heads have day-to-day operational responsibility for this policy, and must ensure that all managers and other staff who may deal with concerns or investigations under this policy are properly briefed and where appropriate receive the necessary training.

5.3 All staff are individually responsible for reporting matters outlined at paragraph 2.1.

5.4 Staff, who are required to be involved in dealing with concerns or investigations under this policy will receive appropriate training.

6. Raising a concern

6.1 Reports in line with this policy should in the first instance be made to the individuals line manager. However where the disclosure is likely to concern the line manager the report should be made to the Deputy Head Teacher.

6.2 Any member of staff receiving a report/disclosure under this policy should refer the matter to the Deputy Head Teacher who will make arrangements for the matter to be investigated and reported upon.

6.3 The Deputy Head Teacher should notify the Chair of Governors of the fact of a disclosure and the action he proposes to take.

7. Protection and support

7.1 Making disclosures is not easy. However we support staff who raise concerns in good faith, even if they turn out to be mistaken.

7.2 Staff must not threaten or retaliate against those making disclosures (whistle-blowers) in any way. Anyone shown to have been involved in such conduct will be subject to disciplinary action.

7.3 Covering up someone else's wrongdoing will be regarded as a disciplinary offence. It is never appropriate to remain silent about a wrongdoing, even if told to do so by a person in authority such as a Manager.

7.4 Staff who are concerned about the behaviour of a colleague towards a student must report the matter to the Deputy Head Teacher.

- 7.5 Where the Disclosure relates to the conduct of the Deputy Head Teacher a report should be made directly to the Chair of the Governing Body.
- 7.6 Staff who wish further advice can contact the NSPCC whistleblowing helpline. Call [0800 028 0285](tel:08000280285)

8. External disclosures

- 8.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and resolving any wrongdoing within the Schools.
- 8.2 It will very rarely be appropriate for a staff member to report a matter externally before exhausting the internal process. Where a staff member does make such a report without engaging with the provisions of this policy disciplinary action may be considered.
- 8.3 It will not be regarded as appropriate for disclosures to be made to the media. Disciplinary action will be considered in such cases.
- 8.4 The schools strongly encourages staff to seek appropriate legal advice before reporting a concern to anyone external.

9. Review

- 9.1 This policy will be reviewed annually by the schools Executive Team and the Governing Body.

Appendix to Policy

The independent whistleblowing charity (Public Concern at Work <http://www.pcaw.org.uk/>) also have a list of prescribed regulators for reporting certain types of concern.