



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## Whistleblowing

### ISI Regulatory Code – 7b

**Policy Owner: Human Resources**

**This Policy is for: Mount St. Mary's College and Barlborough Hall School**

**Linked Policies: Safeguarding**

**Review date: September 2024**

**Reviewed by: Human Resources**

**Next Review Due: January 2026**

#### Mount St Mary's College

Educating Men and Women for Others since 1842

Telephone: 01246 433388

Email: [headmaster@msmcollege.com](mailto:headmaster@msmcollege.com)

Address: College Road, Spinkhill, Derbyshire, S21 3YL

#### Barlborough Hall School

Educating Men and Women for Others since 1842

Telephone: 01246 810511

Email: [headteacher@barlboroughhallschool.com](mailto:headteacher@barlboroughhallschool.com)

Address: Barlborough Park, Chesterfield, S43 4ES

The School encourages employees to raise any concerns that they may have about any wrongdoing at any level within the School. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage occurring or likely to occur or damage to the environment.

Any initial concern should be raised with the Headmaster/Headteacher. However, if this is not appropriate then you should contact the Chair of Governors who will ensure that your concern is properly addressed.

Remember to allow us to investigate and assess the situation it would be helpful to provide as much information as possible. We encourage you to put your name to allegations, as anonymous concerns are more difficult to investigate, and we want to be able to take any appropriate action to protect you and provide you with feedback.

Employees who raise a concern which is in the public interest under this policy are entitled not to be subjected to any detriment as a result. However, the employee must reasonably believe that the disclosure they are making is true.

### **How will the School respond?**

Your concern will be assessed and appropriate action will be considered. This may involve a formal review, an internal enquiry or a more formal investigation. You will be told who your point of contact is to be, what further assistance we may need from you, and agree a timetable for feedback. If you ask, we will write to you summarising your concern and setting out how we propose to handle it. If we have misunderstood the concern or if there is any information missing, please let us know.

When you raise the concern please comment on how you think the matter might be resolved. Please tell us at the outset if you have any personal interest in the matter. If we think your concern falls within the Grievance policy or another relevant policy, you will be informed.

Regardless of what action may be appropriate in resolving your concern, we will not tolerate victimisation or harassment, and will take all necessary steps to protect you from any detriment.

Wherever possible, we will give you feedback on the outcome of any investigation. Please note, however, that we might not be able to tell you about the precise actions we take where this would infringe the duty of confidence we owe to other persons.

Whilst we cannot guarantee that we will respond to all matters in the way that you might wish, we will strive to handle the matter fairly and properly. By using this policy you will help us to achieve this.

### **External contacts**


The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases the employee should not find it necessary to alert anyone externally. The law recognises that in some circumstances it may be appropriate for the employee to report his/her concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. Employees are strongly encouraged to seek advice before reporting a concern to anyone external.

For concerns about the safety and welfare of children in our School, the Safeguarding Policy provides details of who to contact.

Even if your concern proves to be unfounded you will be protected against any reprisals from management, colleagues or any other employee of the School. Making a deliberately false allegation, however, against the School, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the Disciplinary Procedure.

Matters of individual concern should be raised in accordance with the Grievance Policy.

APPROVED DATE	January 2023	
REVIEW DATE	January 2026	
SIGNED Chair of Governor's		Gareth Chapman
SIGNED HEAD TEACHER		Karen Keeton
SIGNED HEADMASTER		Dan Wright