



**Policy Name:**

**WHISTLEBLOWING POLICY**

**Version: 4**

**Approved By:**

**Ethics and Standards Committee**

**Date Approved: 21 September  
2023**

**Review Date:**



# WHISTLEBLOWING AND PROCEDURE

# POLICY



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### **1 Background**

- 1.1 Staff who work within the Council may be in the best position to identify any serious concerns or any actions or proposals which are or appear to be improper, or fall below the professional standards which the Council and the community are entitled to expect.
- 1.2 As public servants, all Council workers should recognise their responsibility to report any workplace concerns as part of day to day contact with management, but where these are serious concerns and are also in the public interest, and of the nature outlined in this policy, they may be reported confidentially using the whistleblowing procedure.

### **2 Definition**

- 2.1 When a worker provides a certain type of information usually to an employer or regulator to raise a serious concern which they reasonably believe is in the public interest, this is defined as whistleblowing.
- 2.2 Workers who have legitimate concerns about any aspect of the Council's work are encouraged to come forward and voice those concerns rather than overlooking them.

### **3 Scope**

- 3.1 This policy applies to the concerns of Council workers' which fall outside the scope of individual grievances about work, working conditions, or relationships with colleagues that they wish to discuss with, and seek resolution through management and employment processes.
- 3.2 Members of the public who wish to report a concern should do so through the Council's complaints procedures and other statutory reporting procedures applying to some Council Service Areas. Details regarding these processes are available on the Council's website.

### **4 Sources of Information**

- 4.1 In raising concerns Council workers should have due regard to the reporting obligations under other policies, and professional codes of practice, in

particular those relating to the safeguarding of children, young people and adults who may be placed at immediate risk by any delays in reporting.

- 4.2 Employees are encouraged to refer to the following Council policies
- (a) Anti-Fraud and Corruption Policy
  - (b) Grievance Procedure
  - (c) Corporate Complaints Procedure
  - (d) Employee Code of Conduct
  - (e) Councillors Code of Conduct
  - (f) The Constitution of Torfaen County Borough Council
  - (g) Safeguarding of Children, Young People and Adults at Risk – Corporate Policy and Guidelines
  - (h) Social Care Complaints Procedure
- 4.3 Individuals who suspect wrongdoing and disclose these concerns in good faith to their employer using the whistleblowing procedure, are able to do so without fear of victimisation, subsequent discrimination or disadvantage both during and after employment. Whistleblowing concerns may also be made to appropriate regulators, details of which are set out in Section 12 of this document.
- 4.4 The policy incorporates provisions set out in the Public Interest Disclosure Act (PIDA) 1998 and Employment Rights Act 1996, which are intended to protect individuals from suffering a detriment who disclose genuine concerns, and sets out details of the concerns which are held to be in the public interest.

## **5 Qualifying Disclosures**

- 5.1 A protected disclosure is a disclosure which, in the reasonable belief of the worker, shows a concern in one or more of the following circumstances:
- (a) A criminal offence has been committed, is being committed or likely to be committed
  - (b) A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
  - (c) A miscarriage of justice has occurred, is occurring or is likely to occur
  - (d) The health and safety of any individual has been, is being or is likely to be endangered
  - (e) The environment has been, is being or is likely to be damaged

And

- (f) Information tending to show any matter falling within any one of the preceding paragraphs has been, is being, or is likely to be deliberately concealed.

## **6 Whistleblowing Protection**

- 6.1 Any disclosure made to the Council or other responsible person must be made in good faith, and the information disclosed, or the allegations made must be substantially true, of a serious nature, and must not be made for personal gain.
- 6.2 Where the disclosure is made regarding a person other than the employer to that other person, subject to all other conditions set out in this procedure regarding subject and conditions will be making a qualifying disclosure and be eligible for the protections set out in the Public Interest Disclosure Act 1998.
- 6.3 For a disclosure to be protected by the law an individual must:
  - (a) Make the disclosure in the public interest;
  - (b) Make it through the process outlined in this policy statement
  - (c) Include sufficient, specific, factual content to show any breach of obligation or malpractice of the types set out in the legislation.
- 6.4 Individuals are protected as a whistle blower if they:
  - (a) Make the disclosure in good faith
  - (b) Make the disclosure to their employer
- 6.5 Individuals should believe that malpractice in the workplace may be happening, has happened in the past, or will happen in the future; be revealing information that would meet the criteria for being a qualifying disclosure, and reveal it to the right person and in the right way.
- 6.6 Some disclosures are not qualifying disclosures. An individual will not be protected for whistleblowing if they break the law when making a disclosure

or the information is protected under legal professional privilege e.g. if the information was disclosed when someone wanted legal advice.

## **7 Confidentiality**

- 7.1 The Council recognises that workers may want to raise concerns in confidence and will do its utmost to protect the identity of members of staff who raise a concern and do not want their name to be disclosed. An investigation into the concern may however reveal the source of the information and statements may be required from the worker who has made the whistleblowing disclosure which may be used as evidence. If the investigation leads to prosecution the whistle blower may be called to give evidence in court as part of the legal process.

## **8 Protection from Detriment**

- 8.1 The Council operates a zero tolerance approach to any individual who deters or attempts to deter any other worker from raising genuine concerns under this Whistleblowing Policy.
- 8.2 Attempts to identify, harass or victimise a whistleblower or suspected whistleblower by another employee are misconduct, and may be identified as gross misconduct and will be dealt with formally under the Council's Disciplinary Procedure. Where misconduct is found, this may be gross misconduct, and lead to dismissal without notice or pay in lieu of notice.
- 8.3 The Council will not tolerate any attempt on the part of an individual, councillor, Council contractor or supplier to apply any sanction or detriment to any person who may have reported to the Council any serious and genuine concern that they may have about apparent wrongdoing. Any such conduct by a Councillor is liable to be reported as a breach of the members Code of Conduct.
- 8.4 Where any such conduct is undertaken by any contractor or supplier of the Council, the Council will regard that as a serious breach of contract.
- 8.5 Any such behaviour by any recipient of a Council service will be regarded as a breach of the condition under which that service is provided.
- 8.6 The Council will take steps to address any difficulties an employee may experience, or, any detriment as a result of raising a concern under this policy.

## **9 False and Malicious Allegations**

- 9.1 If a member of staff makes an allegation, but it is not upheld by the investigation, no action will be taken against them if this was made in good faith and the information disclosed and/or allegations made are substantially true. If an allegation is made frivolously, maliciously or for personal gain, this may be regarded as a matter to be investigated under the Council's formal employment procedures.

## **10 Whistleblowing Reporting Process**

- 10.1 If an individual knows or suspects that some wrongdoing is occurring within the Council, they should raise the matter in writing at the earliest opportunity either to Head of Strategic Human Resources. A form is attached as an appendix to this policy to assist with the notification process. Individuals may secure the assistance of their trade union representative, or a work colleague who is not connected with the concern when making a whistleblowing disclosure.
- 10.2 The disclosure should be set out in writing and include sufficient facts to enable the matter to be investigated. A pro forma (**Appendix A**) can be used to make a protected disclosure.
- 10.3 At the absolute discretion of the Head of Strategic Human Resources and/ support will need to be provided to the worker, at the time the allegation is raised, during the investigation itself and following the outcome of the investigation. The nature and type of support offered will be discussed with the whistleblower.

## **11 How the Council will respond**

- 11.1 When complaints are made using the whistleblowing process, the Council will thoroughly and efficiently investigate any allegation of wrongdoing in order to establish the facts, and where appropriate, remedy the situation. In doing this the Council will seek to ensure that such wrongdoing is prevented in future.
- 11.2 Concerns will be investigated as quickly as possible. Individuals should be aware that it may be necessary to refer a matter to an external agency and this may result in an extension of the investigative process.
- 11.3 Individuals should also be aware that the seriousness and complexity of any complaint may have an impact upon the time taken to investigate a matter. A designated person will indicate at the outset of the anticipated time scale for investigating the complaint.

- 11.4 Once any potential wrongdoing is identified the Head of Strategic Human Resources will make arrangements for the matter to be investigated. In doing so, every effort will be made to maintain the anonymity of the individual who has made the allegation of wrongdoing.
- 11.5 In circumstances where the Head of Strategic Human Resources identify that the disclosure is outside of the remit of the Whistleblowing Procedure the worker making the complaint will be formally notified and advised of the alternative process that will apply in that circumstance.
- 11.6 Where appropriate, the matters raised may
- (a) Be investigated by internal audit;
  - (b) Be investigated by the Head of Strategic Resources, or any other officer of the Council nominated by him/her
  - (c) Be referred to the Police;
  - (d) Be referred to the external auditor;
  - (e) Form the subject of an independent investigation
- 11.7 Within 10 working days of a concern being raised, Human Resources will write to the individual to:
- (a) Acknowledge that the concern has been received;
  - (b) Indicate how he/she proposes to deal with the matter;
  - (c) Give an estimate of how long it will take to provide a final response;
  - (d) Indicate whether any initial enquiries have been made;
  - (e) Supply information on staff support mechanisms; and
  - (f) Advise whether further investigations will take place and if not, why not.
- 11.8 The amount of contact between the officers considering the issues and the individual will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, the Council will seek further information from the worker who has raised the concern.
- 11.9 The Council will take into account the details of the alleged wrong doing, publicity, role and duties of the employee and will respond in a proportionate and reasonable manner in considering any action, if any, against the named employee.
- 11.10 For reasons of confidentiality any actions taken against a Council employee under its' employment processes may not be fully disclosed to the whistleblower.



## 12 Raising concerns outside the Council

12.1 The Council hopes that members of staff will be satisfied with the action taken by the Council in investigating their concerns. However, employees do have the right to raise concerns externally if they feel that to be appropriate. Organisations include:

[Protect](#) (formerly Public Concern at Work) provide information and advice on raising a concern. Details are available at [www.protect-advice.org.uk](http://www.protect-advice.org.uk) or by telephone on 020 3117 2520.

Some examples of prescribed people and bodies are listed below:

### **The Auditor General For Wales**

About the proper conduct of public business; value for money, fraud and corruption in public bodies in Wales

PIDA Officer  
The Auditor General for Wales  
24 Cathedral Road  
Cardiff  
CF11 9LJ  
Tel: 029 20 320 522  
Email: [whistleblowing@audit.wales](mailto:whistleblowing@audit.wales)

### **Children's Commissioner for Wales**

About matters relating to the rights, welfare and interests of children in Wales

Children's Commissioner for Wales  
Llewellyn House  
Harbourside Business Park  
Harbourside Road  
Port Talbot  
SA13 1SB  
Tel: 01792 765600  
Freephone: 08088011000  
Email: [post@childcomwales.org.uk](mailto:post@childcomwales.org.uk)  
[www.childcomwales.org.uk](http://www.childcomwales.org.uk)

### **Social Care Wales**

About matters relating to the registration of social care workers in Wales

Social Care Wales  
South Gate House  
Wood Street  
Cardiff  
CF10 1EW  
Tel: 0300 30 33 444  
[info@socialcare.wales](mailto:info@socialcare.wales)

### **Estyn**

Estyn is the office of Her Majesty's Chief Inspector of Education and Training in Wales. Estyn inspects quality and standards in education and training providers in Wales

Estyn  
Anchor Court  
Keen Road  
Cardiff  
CF24 5JW  
029 2044 6446  
For general enquiries  
[enquiries@estyn.gov.uk](mailto:enquiries@estyn.gov.uk)

### **The Health and Safety Executive**

About health or safety of individuals at work or the health and safety of the public that is work related in connection with those industries and work activities for which HSE is the enforcing authority

Health and Safety Executive  
Tel: 0300 003 1647  
Online form: <http://www.hse.gov.uk/contact/raising-your-concern-htm>  
[www.hse.gov.uk](http://www.hse.gov.uk)

### **Public Services Ombudsman for Wales**

About breaches by a member or co-opted member of a relevant authority's code of conduct in Wales

Public Services Ombudsman  
1 Ffordd yr Hen Gae  
Pencoed  
CF35 5LJ  
Tel: 0300 790 0203  
Fax: 01656 641199  
Email: [ask@ombudsman-wales.org.uk](mailto:ask@ombudsman-wales.org.uk)

[www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk)

A full list of prescribed people and bodies to whom malpractice can be reported can be found via the gov.uk website.

## **Human Resources**

**October 2022**

**WHISTLEBLOWING  
DISCLOSURE FORM**



This form is intended for use by any individual working for the Council (including contractors, agency workers and volunteers) who wish to raise a serious concern, the disclosure of which is in the public interest.

**Making a public interest disclosure (whistleblowing)**

Once you have submitted this form, the Council' will investigate the matter in accordance with the whistleblowing procedure. You may be contacted by the Head of Strategic Human Resources or the Monitoring Officer or the investigating officer appointed by him/her to obtain additional information.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the Council will respect a request for anonymity, but cannot guarantee that it will be able to do so. Investigation into the concern could reveal the source of the information and statements may be required from the complainant as part of the evidence which may be seen by all parties involved. If the investigation leads to prosecution the complainant may be called to give evidence in court.

This form should be completed and delivered to the Head of Strategic Human Resources, Torfaen County Borough Council, Civic Centre , Pontypool, NP4 6YB in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line. To xxxx email address

**WHISTLEBLOWING  
DISCLOSURE FORM**



<p><b>Formal public interest disclosure (whistleblowing)</b>  <b>Please refer to the information set out in the Whistleblowing Policy before completing this form</b></p>			
<p>I am</p> <p>An employee      An agency worker      A contractor      Other (please detail)</p>			
<b>Workers name:</b>			
<b>Job title:</b>			
<b>Service area:</b>			
<b>Date:</b>			
<b>Does your disclosure relate to one or more individuals and/or a Council service. Please tick that which applies</b>	Individual		Service

<p><b>Your Contact Details</b></p> <p><b>Your Address</b></p> <p><b>Your Tel No</b></p> <p><b>Your Email</b></p>
<p><b>Are you raising a concern regarding the area in which you normally work</b></p> <p><b>Yes No</b></p>
<p><b>Nature of Concern (please tick those which apply)</b></p> <p>A criminal offence has been committed, is being committed or is likely to be committed</p> <p>A person has failed, or is likely to fail to comply with any legal obligation to which they are subject</p> <p>A miscarriage of justice has occurred, is occurring or is likely to occur</p> <p>The health and safety of any individual has been, is being or is likely to be endangered</p> <p>The environment has been, is being or is likely to be damaged</p> <p>Information falling into one or more of the above is being or is likely to be deliberately concealed</p>
<p><b>Summary of disclosure:</b></p>

Please set out the details of the concern you wish to raise, providing as much detail as possible of the circumstances including any known dates and locations. You may attach additional sheets if required.

**Individuals involved:**

Please provide the names and contact details of any people involved in your concerns, including witnesses. If you do not know the names of those involved please provide sufficient information for the investigating officer to identify these individuals

**Declaration:**

I confirm that information made on this form to the best of my knowledge is true and has not been made for personal gain.

**Form completed by:**

**Name (please print):**

**Signature:**

<b>Date:</b>	
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<b>For completion by the Council:</b>
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<b>Name of Officer:</b>	
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<b>Signature:</b>	
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<b>Date:</b>	
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**EDUCATION HUMAN RESOURCES**

**WHISTLEBLOWING  
POLICY FOR SCHOOL  
STAFF**

September 2015

## 1. Introduction

1.1 Whistleblowing has been defined as:

**‘the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place, be it of the employee or his/her fellow employees’**

*(Public Concern at Work Guidelines 1997)*

Employees have a responsibility to ensure that they, their colleagues and others working in the school follow safe working practices so that pupils are kept safe at all times. Employees must also understand that they have a duty to report unsafe practices that could lead to a child being harmed or put at risk of harm. Failure to report such practices may lead to disciplinary action being taken against them if as a result of the failure to report, a child is harmed or put at risk of harm;

Employees are often the first to realise that there may be something seriously wrong within the School. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the School. They may also fear harassment or victimisation. In the circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

1.2 The Governing Body is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the school to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis but it is important that all disclosures must be made in the public interest.

1.3 This policy document makes it clear that an employee can do so without fear of victimisation, subsequent discrimination or disadvantage. This confidential reporting policy is intended to encourage and enable

employees to raise serious concerns **within** the School rather than overlooking a problem or “blowing the whistle” outside.

- 1.4 Statutory protection for employees who whistleblow is provided by the **Public Interest Disclosure Act 1998 (“PIDA”)**. The PIDA protects employees against victimisation if they make a protected disclosure within the meaning of the PIDA and speak out about concerns about conduct or practice within the school which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice.
- 1.5 This policy applies to all school staff including full and part time, casual, temporary, agency staff, individuals undertaking work experience in the school, volunteers and all contractors working for the school on school premises , for example drivers and builders .
- 1.6 It is also in line with the Enterprise Regulatory Reform Act (2013)
- 1.7 These procedures are in addition to the School’s Complaints Procedures.
- 1.8 This policy has been discussed with the relevant Trade Unions and professional organisations.

## **2. Aims and Scope of Policy**

- 2.1 This policy aims to:
  - give confidence to members of staff about raising concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice or is inconsistent with school standards and policies so that they are encouraged to act on those concerns
  - provide members of staff with avenues to raise concerns
  - ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken
  - offer assurance that members of staff are protected from reprisals or victimisation for whistleblowing action undertaken in good faith and within the meaning of the PIDA.
- 2.2 There are existing procedures in place to enable members of staff to lodge a grievance relating to their own employment. This policy does not enable them to raise a concern about a breach of their own contract of employment.

The Whistleblowing Policy is intended to cover major concerns that fall outside the scope of other procedures.

2.3 This policy covers whistleblowing relating to alleged:

- sexual, physical or emotional abuse of members of staff or pupils
- health and safety issues including risks to the public as well as risks to pupils and members of staff
- action that has caused or is likely to cause physical danger to any person or risk serious damage to school property
- unlawful conduct
- miscarriages of justice in the conduct of statutory or other processes
- failure to comply with a statutory or legal obligation
- potential maladministration, misconduct or malpractice
- action that has caused or is likely to cause danger to the environment
- abuse of authority
- unauthorised use of public or other funds
- fraud or corruption
- breaches of financial regulations or policies
- mistreatment of any person
- unfair discrimination or favouritism
- racist incidents or acts, or racial harassment and
- any attempt to prevent disclosure of any of the issues listed.
- Inappropriate use of social media and other technologies

2.4 The PIDA sets out the full statutory rights and obligations of members of staff wishing to whistle blow.

### **3. Safeguard Against Reprisal, Harassment and Victimisation**

3.1 The governing body will not tolerate harassment or victimisation of members of staff when matters are raised in accordance with the PIDA provisions. Any member of staff who victimises or harasses a member of staff as a result of their having raised a concern in accordance with the whistleblowing policy will be dealt with under the Governing Body's staff disciplinary procedures.

The Governing Body:

- 3.1.2 Is committed to good practice and high standards and wants to be supportive of employees.
- 3.1.3 Recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.
- 3.1.4 Recognises that support will need to be provided to the employee, at the time the allegation is raised , during the investigation itself and following the outcome of the investigation. The nature and type of support offered will need to be discussed and agreed with the individual employee.
- 3.1.5 Will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern.
- 3.1.6 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

## **4. Confidentiality**

- 4.1 The Governing Body recognises that members of staff may want to raise concerns in confidence and will do its utmost to protect the identity of members of staff who raise a concern and do not want their name disclosed.
- 4.2 However investigation into the concern could reveal the source of the information; and statements may be required from the member of staff as part of the evidence, which would be seen by all parties involved. If the investigation leads to prosecution, the whistle blower is likely to be called in to give evidence in court.

## **5. Anonymous Allegations**

- 5.1 Staff should put their name to allegations whenever possible - anonymous concerns are much less powerful. Nonetheless anonymous allegations may be considered under this whistleblowing procedure especially concerns raised relating to the welfare of children. In relation to determining whether an anonymous allegation will be taken forward the governing body will take the following factors into account:

- the seriousness of the issue raised
- the credibility of the concern
- the likelihood of confirming the allegation from attributable sources, and obtaining information provided.

## **6. Untrue and Malicious/Vexatious Allegations**

- 6.1 If a member of staff makes an allegation in good faith but it is not confirmed by further inquiry the matter will be closed and no further action taken. If, however, the inquiry shows that untrue allegations were malicious and/or vexatious or made for personal gain then the governing body will consider taking disciplinary action against the member of staff. In the most serious of cases. This may include dismissal.

## **7. Allegations Concerning Child Protection Issues**

- 7.1 If an employee raises a concern relating to a child protection issue, the Head Teacher (or Chair of Governors if the concern is about the Head Teacher) or the School's Designated Safeguarding Officer must deal with the matter in accordance with the School's Safeguarding Procedure.
- 7.2 If after raising concerns related to child protection issues a member of staff still has concerns, and the issue has not been referred to Social Services by the school, the member of staff can make a direct referral to the Social Services Safeguarding Manager- on 01495 766670.

## **8. Procedure for Making a Whistleblowing Allegation**

- 8.1 Concerns should be expressed to the Head Teacher. If the concerns involve the Head Teacher then the Chair of Governors should be the first point of contact. .
- 8.2 If the member of staff feel they cannot express their concerns within the school, it is open to them to raise their concerns with someone outside the school setting from the list of organisations in the section of this policy 'Taking the Matter Further'. However it would usually be expected that the Strategic Director Education would be the person to whom they express their concerns outside of the school. Any concern about a Head Teacher must be reported by the Chair of Governors to the Strategic Director Education

- 8.3 Where the concern relates to a child protection matter the School's Safeguarding Procedure must be followed. If the concern needs to have Police or other statutory authority involvement, the whistleblowing process will be halted until the statutory authorities have completed their investigations and confirmed that it is appropriate to continue with the whistleblowing process.
- 8.4 If the concern relates to the Chair of Governors then the Head Teacher must report the concern to the Strategic Director Education.
- 8.5 The member of staff should put their concern in writing for the avoidance of doubt. They should set out the background and history of the concern; giving names, dates and places where possible, and explaining the reason for their concerns. If they feel unable to put the matter in writing they can still raise their concern verbally and should telephone or arrange to meet the appropriate person. They can also ask their trade union or professional association to raise the matter on their behalf or to support them in raising the concern.

## **9. Response to Whistleblowing**

- 9.1 The matter raised may:
- need consultation with the local authority's designated social services manager for child protection/ safeguarding if there is a concern relating to child protection.
  - need to be passed to the Police if it relates to alleged criminal activity
  - need to be passed to the S 151 Officer or Head of Internal Audit if there are concerns about financial management or financial propriety in schools.
  - need inquiry internally in the school
- 9.2 At this stage concerns/allegations are neither accepted nor rejected.

## **10. Timescale for Response**

- 10.1 The member of staff will normally receive a written response within 5 school days (except in the case of anonymous allegations):
- acknowledging that the concern has been received
  - indicating how it is proposed to deal with the matter
  - giving an estimate of how long it will take to provide a final response

- advising whether any enquiries have been made
- advising whether further enquiries will take place
- informing them of support available whilst matters are looked into and following the outcome of the investigation
- maintaining confidentiality wherever possible, but also explaining that it may not be possible that they can remain anonymous.



## **11. The Inquiry Process**

- 11.1 The person receiving the allegation will be the Head Teacher unless the concern involves the Head Teacher in which case the Chair of Governors will be the first point of contact, Where there is a concern about a child protection matter the School's Designated Safeguarding officer may also be the first point of contact. There will be a duty on the first point of contact to deal promptly with the matter, to become the contact point for the employee raising the concern and write to the employee within 5 school days to advise them how their concern will be addressed. ( see 10.1 above) If required the first point of contact can obtain advice, on procedure from Human Resources or the Head of Safeguarding and Support.
- 11.2 If an investigating officer needs to talk to the member of staff, they are permitted to be accompanied by a trade union or professional association representative or a fellow member of staff not involved in the area of work to which the concern relates.
- 11.3 The first point of contact will seek to keep the employee informed of progress with their concern in a timely manner. However the timescales to be followed will vary depending on the nature of the issue raised and the procedure that is being followed to address the matter.

## **12. The Report**

- 12.1 A report will be produced following an investigation into the concern in accordance with the appropriate process The matter and action to be taken, if any, will be determined by the person (s) who are identified in the procedure as having the delegated authority to deal with the matter.
- 12.2 The School accepts that the employee needs to be assured that the matter has been properly addressed. Thus, the member of staff will be informed when an investigation .has been concluded.
- 12.3 Note:: The Head Teacher or Chair of Governors may, at any point, seek advice on the whistleblowing process from the Strategic Director Education or the Head of Safeguarding and Support.
- 12.4 The Head Teacher must report, in a general way, all whistleblowing cases on a termly basis to the Governing Body and also in the Head teacher's Annual Report .
- 12.5 All information relating to the disclosure of information will be securely held. Accurate information relating to any subsequent investigation will be

retained securely and where allegations have been proven to be unfounded this will be clearly recorded.

### 13. TAKING THE MATTER FURTHER

13.1 If no action is to be taken and/or the member of staff is not satisfied with the way the matter has been dealt with, they can make a complaint under the School's grievance or complaint procedure or raise their concerns with other organisations as listed below:

- the local authority
- a diocesan authority (for Church schools)
- a trade union or professional association
- a relevant professional body or regulatory organisation
- the Children's Commissioner for Wales
- the Public Services Ombudsman for Wales
- the Care and Social Services Inspectorate for Wales
- a solicitor
- the Police - for concerns of criminal behaviour
- Public Concern at Work (an independent charity that provides free advice for persons who wish to express concern about fraud and other serious malpractice. Telephone 0207 404 6609 or [www.pcaw.co.uk](http://www.pcaw.co.uk)).

Policy Approved on \_\_\_\_\_

Chair of Governors \_\_\_\_\_

## APPENDIX A

### Letter confirming receipt of a protected disclosure (whistleblowing)-School based staff

Template letter to respond to an employee who has made a protected disclosure.

#### Letter wording

[ name]  
[ address]  
[ town]  
[ postcode]  
[Date]

[Employee's name]  
[Employee's address]

[Employee's town]  
[Employee's postcode]

Dear [ name ]

I confirm that on [date] I received your [form/letter/email] dated [date] raising concerns about [state issues].

In accordance with the School's whistleblowing policy, the first step is for you to provide me with more details of your concerns. Please find enclosed a form to set out your concerns. You should use this form to provide dates, times, locations and the identities of those involved in the wrongdoing, and details of any witnesses who can corroborate the allegations. Once your concerns have been sufficiently clarified, I (if Head teacher is implicated in the wrongdoing, the Chair of Governors) will provide you with a written response as to how the matter will be investigated.

OR

In accordance with the School's whistleblowing policy, the first step is for you to provide me as Chair of Governors with more details of your concerns. Normally, the Head Teacher would investigate your concerns. However, as you have implicated him/her in the wrongdoing, I will be your initial point of contact and will provide you with a written response as to how the matter will be investigated. Please find enclosed a form to set out your concerns. You should use this form to provide dates, times, locations and the identities of those involved in the wrongdoing, and details of any witnesses who can corroborate the allegations. Once your concerns have been sufficiently clarified, I will provide you with a written response as to how the matter will be investigated.

Please be assured that the fact that you are the source of the disclosure will be kept confidential as far as possible. However, it is possible that individuals you work with may find out. If you are subjected to any detriment, or are bullied or harassed, for making a disclosure, you should inform me immediately and an investigation into the matter will follow to deal with perpetrators.

If you have any queries or concerns in the meantime, please do not hesitate to contact me on ( telephone number)

Yours sincerely

Head Teacher

Or

Chair of Governors ( if Head Teacher is implicated )

## **APPENDIX B**

### **WHISTLE BLOWING DISCLOSURE FORM –SCHOOL BASED STAFF**

#### **When to use this model whistleblowing form**

For the employee to make a formal disclosure.

#### **Form wording**

##### **Making a public interest disclosure (whistleblowing)**

This form is intended for use by any individual working in a school (including contractors, agency workers and volunteers) who wish to raise an issue about wrongdoing.

This form should be used to report wrongdoing within the School (for example, misconduct of a child protection nature, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the School's whistleblowing policy or grievance procedure, please read the School's' whistleblowing policy, which provides an example of the issues that should be reported using this form. If, having read the

whistleblowing policy, you remain unsure about which procedure to use, please consult your Head Teacher for further advice. If you are implicating your Head teacher then you should contact your Chair of Governors .

Once you have submitted this form, the School's whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the School will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to ( name of Head Teacher and address of school or to the Chair of Governors if you are implicating the Head teacher ) in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

**Formal public interest disclosure (whistleblowing)**

<b>Employee's name:</b>	
<b>Employee's job title:</b>	
<b>Date:</b>	
<b>Does your public interest disclosure relate to your Head Teacher?</b>	Yes/No

**Summary of disclosure:**

Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.

**Individuals involved:**

Please provide the names and contact details of any people involved in your concerns, including witnesses.

**Outcome requested:**

Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.

**Declaration:**

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the organisation taking disciplinary action against me.

<b>Form completed by:</b>	
<b>Name( please print)</b>	
<b>Signature:</b>	
<b>For completion by the Head Teacher or Chair of Governors if Head Teacher is implicated )</b>	
Date form received by the Head Teacher Or Chair of Governors if Head Teacher is implicated :	
Name of recipient and job role:	
Signature:	

**September 2015**