



Clovelly House School Policy



Clovelly House School  
Stay safe, respect, achieve

# Whistleblowing Policy

**January 2025**



Clovelly House School Policy

Approved by:	Jennifer Collighan	Date: 19 <sup>th</sup> January 2023
Last reviewed on:	17 <sup>th</sup> January 2021, 6 <sup>th</sup> June 2023, January 2025	
Next review due by:	17 <sup>th</sup> January 2026	



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## Clovelly House School Policy

### Whistle Blowing Policy

#### 1. Aims

This policy aims to:

- Encourage individuals affected to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated and that their confidentiality will be respected
- Let all staff in the school know how to raise concerns about potential wrongdoing in or by the school
- Set clear procedures for how the school will respond to such concerns
- Let all staff know the protection available to them if they raise a whistle-blowing concern
- Assure staff that they will not be victimised for raising a legitimate concern through the steps set out in the policy even if they turn out to be mistaken (though vexatious or malicious concerns may be considered a disciplinary issue)

This policy does not form part of any employee's contract of employment and may be amended at any time. The policy applies to all employees or other workers who provide services to the trust in any capacity including self-employed consultants or contractors who provide services on a personal basis and agency workers.

#### 2. Legislation

This policy has been written in line Guidance in 'Keeping Children Safe in Education, 2024 as well as with the [government guidance on whistle-blowing](#). We also take into account the [Public Interest Disclosure Act 1998](#).

#### 3. Definition of whistle-blowing

Whistle-blowing covers concerns made that report wrongdoing that is "in the public interest". Examples of whistle-blowing include (but aren't limited to):

- Criminal offences, such as fraud or corruption
- Safeguarding of a child, directly or through neglect
- Pupils' or staff member's health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement
- Breaches of financial management procedures
- Attempts to cover up the above, or any other wrongdoing in the public interest
- Damage to the environment
- Accessing and uploading inappropriate content on public forums on the internet or other digital media

A whistle-blower is a person who raises a genuine concern relating to the above.

Not all concerns about the school count as whistle-blowing. For example, personal staff grievances such as bullying or harassment do not usually count as whistle-blowing. If something affects a staff member as an individual, or relates to an individual employment contract, this is likely a grievance.

When staff have a concern they should consider whether it would be better to follow our staff grievance or complaints procedures.

Protect (formerly Public Concern at Work) has:

- [Further guidance](#) on the difference between a whistle-blowing concern and a grievance that staff may find useful if unsure
- A free and confidential [advice line](#)

#### 4. Procedure for staff to raise a whistle-blowing concern



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### 4.1 When to raise a concern

Staff should consider the examples in section 3 when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or trust procedures, put people in danger or was an attempt to cover any such activity up.

Staff members are encouraged to report any concerns that they may have, even if it is an initial 'feeling' that something is 'not right'. These may be kept in the 'near miss' file which will evidence if there is a pattern of concerns being raised by a number of persons over a period of time. These procedures are intended to keep everyone safe.

### 4.2 Who to report to

Staff should report their concern to the Head of School. If the concern is about the Head of School, or it is believed they may be involved in the wrongdoing in some way, the staff member should report their concern to the Principal or another member of the Senior Leadership Team. If staff have concerns about the safeguarding of any child, they can bypass the senior leadership team and go straight to the police at any time.

### 4.3 How to raise the concern

Concerns should be made in writing wherever possible. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter. If the issue is urgent, raise the concern verbally first so that time does not pass before the matter is attended to.

## 5. The School procedures for responding to a whistle-blowing concern

### 5.1 Investigating the concern

When a concern is received by the Head of School - referred to from here as the 'recipient' - they will:

- Meet with the person raising the concern within a reasonable time. The person raising the concern may be joined by a trade union or professional association representative
- Get as much detail as possible about the concern at this meeting, and record the information. If it becomes apparent the concern is not of a whistle-blowing nature, the recipient should handle the concern in line with the appropriate policy/procedure
- Reiterate, at this meeting, that they are protected from any unfair treatment or risk of dismissal as a result of raising the concern. If the concern is found to be malicious or vexatious, disciplinary action may be taken (see section 6 of this policy)
- Establish whether there is sufficient cause for concern to warrant further investigation. If there is:
  - The recipient should then arrange a further investigation into the matter, involving the Principal or another member of the Senior Leadership Team, if appropriate. In some cases, they may need to bring in an external, independent body to investigate. In other cases, they may need to report the matter to the police
  - The person who raised the concern should be informed of how the matter is being investigated and an estimated timeframe for when they will be informed of the next steps
- At all times the leadership team at the school will protect the person who has raised the concern, even if this is found to have been unfounded.

### 5.2 Outcome of the investigation

Once the investigation – whether this was just the initial investigation of the concern, or whether further investigation was needed – is complete, the investigating person(s) will prepare a report detailing the findings and confirming whether or not any wrongdoing has occurred. The report will include any recommendations and details on how the matter can be rectified and whether or not a referral is required to an external organisation, such as the local authority or police.



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They will inform the person who raised the concern of the outcome of the investigation, though certain details may need to be restricted due to confidentiality.

Beyond the immediate actions, the headteacher, trustees and other staff if necessary will review the relevant policies and procedures to prevent future occurrences of the same wrongdoing.

Whilst we cannot always guarantee the outcome sought, we will try to deal with concerns fairly and in an appropriate way.

### 6. Malicious or vexatious allegations

Staff are encouraged to raise concerns when they believe there to potentially be an issue. If an allegation is made in good faith, but the investigation finds no wrongdoing, there will be no disciplinary action against the member of staff who raised the concern.

If, however, an allegation is shown to be deliberately invented or malicious, the trust will consider whether any disciplinary action is appropriate against the person making the allegation.

### 7. Escalating concerns beyond the school

The organisation encourages staff to raise their concerns internally, in line with section 4 of this policy, but recognises that staff may feel the need to report concerns to an external body. A list of prescribed bodies to whom staff can raise concerns with is included [here](#).

These bodies may include: the Police – 101

The LADO – Kim Taylor - 0116 - 3055641

Lovona Brown – 0116 - 3058161

OFSTED - 03001234666

The Protect advice line, linked to in section 3 of this policy, can also help staff when deciding whether to raise the concern to an external party.

### 8. Approval

This policy will be reviewed every year.

These procedures have been agreed by the Senior Leadership Team, who will approve them annually when reviewed.

### 9. Links with other policies

This policy links with our policies on:

- Staff grievance policy
- Complaints procedure
- Child protection policies and procedures