



EMPLOYEE WHISTLE BLOWING POLICY

Date of draft: November 2009
Responsibility: Head teacher
Date of review: November 2012

1. INTRODUCTION

1.1 The Council:-

- Is committed to the highest possible standards of service, honesty and accountability.
- Believes that its employees can help it maintain these standards.

1.2 The Council expects employees who have serious concerns about any aspect of the Council's work or practices to come forward and voice those concerns.

1.3 Whilst the Council is subject to a wide range of external inspections and audits from various statutory and regulatory bodies, it recognises that wrong-doing, whilst rare, can occur.

1.4 The Council's view is that its employees have an important part to play in reporting any such situations, since they can be the first to realise that some wrong doing is happening within the Council.

1.5 The Council recognises that employees may sometimes be reluctant to express their concerns because they feel that this would be disloyal to managers, employees and others in the Council. They may also fear harassment or victimisation. These factors could lead employees to ignore the problem rather than report it, particularly if it is just a suspicion.

1.6 The procedure described in this document therefore seeks to:-

- Reinforce the Council's expectations that employees should raise concerns.
- Provide employees with internal procedures for raising concerns.
- Provide employees with an entitlement to feedback on any concerns raised.
- Reassure employees that they will be protected from victimisation or harassment if they raise any concerns.
- Enable employees to take matters further if they are not satisfied with the Council's response.

1.7 The Council recognises that in the case of school based employees many decision making responsibilities are delegated to the Governing Body and that in Voluntary Aided schools the Governing Body, not the Council, is the employer. This procedure, therefore, relies upon the Governing Body's commitment to support the Council's principles as set out below. This will

involve taking the necessary action to investigate concerns and apply relevant sanctions, including any action necessary to support individual employees who have identified concerns. Where the concerns relate to Council Officer or other persons outside of the school's employment, the appropriate Council procedures will be applied.

2. AIMS OF THE WHISTLE BLOWING POLICY

2.1 The Whistle Blowing Policy is intended to cover situations where employees become concerned about wrong doing at work by other school employees, governors, council officers, councillors, suppliers, contractors or others acting on behalf of the Council. The concerns could be about acts or omissions, which have led, or could lead to future wrong doing within the school or in other Council activities. These include:-

- Conduct which is against the law, a miscarriage of justice, or fails to meet a legal obligation.
- Financial irregularities including fraud, corruption or unauthorised use of public funds.
- Failure to observe health and safety regulations, or action which involves risks to the public or other employees.
- Action causing major harm to the environment.
- Employees claiming benefits to which they are not entitled.
- Sexual, racial, physical, or other abuse of pupils or colleagues.
- Other cases of malpractice, negligent, unprofessional or unethical behaviour.
- Concealment of any of the above.

2.2 The Council believes that the procedures described in this document will provide employees with the means to raise issues internally but is also recognises that there may be exceptional occasions where external disclosure is appropriate.

2.3 The Whistle Blowing Policy should not be used for employees to raise issues or make complaints about their own employment. These should be dealt with through the Grievance or other appropriate personnel procedures.

2.4 This policy is a modified version of that which applies to Council staff who are not employed to work in locally managed schools and is intended to promote consistent rights and expectations for all employee groups.

3. SAFEGUARDS FOR EMPLOYEES

3.1 The Council recognises that employees may sometimes be reluctant to raise concerns, and therefore stresses the following safeguards:

Protecting the Whistle Blower

- 3.2 The Governing Body and / or Council will protect employees who raise a concern from harassment / victimisation (including informal pressures). It will investigate any claims of harassment / victimisation and depending on the outcome, may take disciplinary action.
- 3.3 Employees should only make allegations in good faith and where there is a reasonable suspicion that wrong-doing has occurred, is occurring or will occur. If it is established that an employee has made allegations maliciously or for personal advantage disciplinary action may be taken against that employee.

Confidentiality

- 3.4 All reported wrong doings will be treated in confidence, with every effort made by the Governing Body and / or Council not to reveal an employee's identity if they so wish. At the appropriate time, however, an employee may need to come forward as a witness.
- 3.5 Employees raising concerns under this policy, and any person to whom allegations are disclosed, must ensure that they maintain the necessary confidentiality towards service users, ie pupils, parents and the wider school community.

Anonymous Allegations

- 3.6 This policy encourages employees to put their name to the allegation whenever possible. All allegations will be investigated, although employees need to be aware that anonymous allegations are much less powerful and are more difficult to act upon. In considering an anonymous allegation, the following factors will be taken into account:
- The seriousness of the matter raised.
 - The credibility of the allegation made.
 - The likelihood of obtaining information from other sources which can confirm the allegation.

4. WHO TO CONTACT TO RAISE A CONCERN

- 4.1 Employees should, when raising an issue, make it clear that it is as part of the Whistle Blowing Policy. Details should also, where possible, be provided in writing.
- 4.2 In most situations an employee should raise concerns about wrong-doing with their Headteacher or an appropriate senior colleague.
- 4.3 If the response is unsatisfactory, or the employee believes that the Headteacher or senior colleague is involved in, or has condoned or taken no action on, the wrong doing, the employee should raise the issue with the Chair of the Governing Body.

4.4 If an employee, for any good reason, feels it necessary to take the matter up outside of the school the following senior Department for Children and Young People Officers can be contacted as part of the Whistle Blowing Policy.

- Director of The Department for Children and Young People
- Deputy Director of The Department for Children and Young People (Achievement and Inclusion)
- Head of Resources and Performance Management
- Head of Schools' Personnel

4.5 In exceptional circumstances the employee may wish to discuss their concern directly with a senior officer from another Council Department. Appropriate contacts may include:

- Head of Internal Audit
- Head of Legal Services
- Director of Corporate Resources
- Chief Executive

4.6 In some situations an employee may wish to take advice from and / or involve a colleague or RTPA / Trade Union representative. They may also be present during any subsequent meetings or interviews.

5. HOW THE GOVERNING BODY AND / OR COUNCIL WILL RESPOND

5.1 Depending upon the nature of the alleged wrong-doing, the Governing Body and / or Council will arrange for the matter to be:

- Investigated internally by school management or governor representatives, internal audit, or an appropriate senior officer of the Council
- Referred to the Audit Commission or be investigated as part of an independent inquiry and / or
- Referred to the police, other external enforcement agency (eg Health and Safety Executive, the Environment Agency) or the appropriate Government Department.

5.2 Any cases raised under this procedure, which are notified to the Department for Children and Young People or other Council Officers will be registered with the Responsible Officer (Head of HR and Organisational Development), who will monitor the situation and ensure that the matter is progressed.

5.3 In some situations the problem may be resolved without the need for a major investigation. If urgent action is required, this will be taken immediately.

5.4 The employee raising the concern will be written to, within 10 working days of the concern being raised, by the person contacted by the employee. The letter will acknowledge receipt of the concern and indicate how it is proposed to deal with the matter.

- 5.5 The Governing Body and / or Council will ensure that employees raising concerns receive feedback within 30 working days on the action taken. Subject to any legal constraints, the employee will be informed of the outcome, or the reason for delay in any investigation.
- 5.6 The Governing Body and / or Council will provide support to the employee raising the concern in any subsequent developments. For instance, if they are required to give evidence in criminal or disciplinary proceedings arrangements will be made to provide advice about procedures.
- 5.7 If the employee subsequently feels victimised or harassed, as a result of raising a concern in accordance with this policy, they should advise the person they originally contacted or anyone from the list in paragraph 4.4.
- 5.8 If the employee is dissatisfied with the outcome of the internal procedure followed they may:
- Notify the Director of Department for Children and Young People, if the matter has not previously been referred to the Department for Children and Young People.

or

- Notify the Leader of the Council.

6. WHAT SHOULD EMPLOYEES DO IF THEY ARE NOT SATISFIED WITH THE COUNCIL'S RESPONSE

- 6.1 The Council considers that the Whistle Blowing Policy provides effective mechanisms for employees to raise concerns internally. It establishes a range of contact persons, both in the employee's own school and within the Department for Children and Young People and other Council Departments. There is also a Responsible Officer to oversee the application of the procedure in cases which are referred beyond the school and where the Council has relevant powers to act.
- 6.2 The Public Interest Disclosure Act 1998 provides some employment protection rights to individuals who "blow the whistle" outside their organisation. However, the types of information, and the situations in which concerns are disclosed externally, are tightly defined in the legislation. The Act only protects those making disclosures which are considered to be in the public interest and therefore not all issues listed in paragraph 2.1 would be covered. Employees need to be careful and take advice before making an external disclosure and they should normally have used the internal procedure first.
- 6.3 The Governing Body and / or Council must, however, reserve the right to take disciplinary action against an employee where an external disclosure is made which is damaging to the school or Council and is not protected under the terms of the Act.
- 6.4 If the employee is dissatisfied with the Council's response through its internal procedures, they can consider contacting an external organisation. However, the Council would not expect employees to make disclosures to the press. If

the employee feels it is necessary to raise the issue externally, they should contact the appropriate external organisation:-

- **Environment Agency** (PO Box 544,Rotherham,S60 1BY Tel No: 08708 506506).
- **Audit Commission** (Complaints and PIPA Manager , Westward House, Lime Kiln Close, Stoke Gifford,Bristol,BS34 8SR Tel No 0845 0522646).
- **Health and Safety Executive** (The Pithay, Bristol,BS1 2ND Tel No: 0117 9886000).
- **The Police** (South Gloucestershire Police District, Staple Hill Police Station, Broad Street, Staple Hill, South Gloucestershire).
- **CSCI** (300 Aztec West, Almondsbury, South Gloucestershire, BS32 4RG Tel No :01454 454010).
- **Ofsted** (Freshford House, Redcliffe Way, Bristol,BS1 6NL Tel No :08456 404040).

7. THE RESPONSIBLE OFFICER

- 7.1 The Head of Human Resources and Organisational Development has overall responsibility for the maintenance and operation of the Council's Whistle Blowing policy and will ensure that through liaison with the Head of Schools Personnel that the Whistle Blowing Policy will be kept under review. The procedure will be subject to a formal review on a two-yearly basis and any amendment this modified policy for schools will be introduced in liaison with the Head of Schools Personnel.
- 7.2 Any employee who is dissatisfied with the application of this modified policy for school employees should initially contact the Head of Schools' Personnel.
- 7.3 This policy should be available to volunteers and suppliers to schools. Should volunteer staff wish to raise a concern the procedures in this document should be followed, as for paid staff. Suppliers should raise any issue with the Headteacher or if not appropriate the Head of Schools Personnel.