



THE FEDERATION OF
SCAPEGOAT HILL J&I AND
LINTHWAITE CLOUGH JI&EY SCHOOLS

WHISTLEBLOWING POLICY

SLC Federation vision – to be a community of confident, creative learners thriving together in a rich, inclusive environment that raises the aspirations of each unique child.

Whistleblowing Policy Independent Reporting of Concerns at Work

Introduction

Our employees will often be the first to notice if there is something seriously wrong within their workplace. Sometimes it may seem difficult to speak up because of feelings of disloyalty, or because of a fear of harassment or victimisation.

The health and safety of all children and practitioners in school is paramount.

We expect the highest standards of behaviour and all employees have a responsibility to voice any concerns they have, normally with their line manager or Headteacher.

The Whistleblowing Policy is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report your genuine concerns.

It allows employees to bring to the attention of those who can make a difference any practice that they believe or suspect:

- is unlawful
- is a serious breach of the council's policies, procedures and rules
- is a serious breach of the school's policies, procedures and rules
- falls substantially below established standards of practice
- amounts to improper conduct.

It is difficult to come up with a complete list of issues which might cause concern, but you should report fraud, corruption or financial irregularities; the physical, mental or sexual abuse of colleagues or pupils; unfair discrimination; abuse of power; dangerous practices; criminal conduct; serious damage to the environment; negligence; unprofessional behaviour and evasion of statutory responsibilities.

The malpractice might be carried out by school employees, contractors or visitors in school.

This procedure is not to be used if you are generally dissatisfied at work or as a replacement to your existing employment rights with the school. If you make any allegations maliciously or for personal gain, you may be disciplined

This policy is endorsed by all the trade unions representing council employees.

What is a whistleblower?

You are a whistle blower if you are a worker and you report certain types of wrongdoing. This will usually be something you have seen at work – though not always.

The wrongdoing you disclose must be in the public interest. This means it must affect others, eg the general public.

As a whistle blower you are protected by law - you shouldn't be treated unfairly or lose your job because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now or you believe will happen in the near future.

Complaints that count as whistleblowing

You are protected by law if you report any of the following:

- a criminal offence, eg fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g. doesn't have the right insurance
- you believe someone is covering up wrongdoing
- A child or children are at risk of harm

Complaints that don't count as whistleblowing

Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest. Report these under your employer's grievance policy.

How to raise a concern

a) Through your Headteacher or Chair of Governors

Normally you should first speak to your Headteacher, but if you feel that you can't do this – for example if you believe that they are involved – then you should speak to the Chair of Governors.

b) Through your trade union or a councillor

You may find it helpful at this stage to contact your trade union representative, or you might prefer to contact a councillor, or someone who you trust to advocate on your behalf.

c) Through the Whistleblowing route

If you do not feel able to contact any of these people you should call the council's Whistleblowing answer phone – ring 01484 225030 or email whistleblowing@kirklees.gov.uk.

You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details – it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answerphone and email will be heard and seen only by the council's

Corporate Customer Standards Officer. He will then review all messages confidentially, and contact either the Head of Audit and Risk or the Head of HR.

How your concerns will be dealt with

All allegations will be investigated: how and by whom depends on how serious they are and who they involve. The investigation may be handled internally, or referred to an external agency such as the police or Audit Commission.

If you raise your concerns under this policy then we will write to you within 10 working days saying:

- what we intend to do
- how long we think this will take
- whether any more information is required from you.

We will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

The council's Corporate Governance and Audit Committee will receive regular reports summarising all concerns raised under this policy.

Raising your concerns elsewhere

This Whistleblowing Policy has been drawn up so that you can have your concerns dealt with properly, independently and confidentially by the council, but if you have no faith in this process, then you may consider contacting:

- The police – phone 101
- The council's external auditor: Grant Thornton, No 1 Whitehall Riverside, Whitehall Road E, Leeds LS1 4BN. Telephone 0113 200 2699
- Public Concern at Work - an independent authority on whistleblowing at <http://www.pcaaw.co.uk> or phone 020 7404 6609
- There are a number of other organisation to which whistleblowing concerns may be raised without any breach of your statutory guidelines and with whom you retain full protection of you a protected person see <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-precribedpeople-andbodies--2>

Council employees have a responsibility not to undertake any action which might bring the council into disrepute. If you do decide to report your concerns outside the council, you must ensure that you have a good reason for doing so and you must not disclose confidential information.