

Kings' Forest Primary School

Policy	<i>Whistle-Blowing</i>
Author/Person Responsible	<i>South Gloucestershire Council</i>
Date of Ratification	<i>May 2019</i>
Review Group	<i>FGB</i>
Ratification Group	<i>FGB</i>
Review Frequency	<i>Annually</i>
Review Date	<i>May 2020</i>
Previous Review Amendments/Notes	<i>This is the local authority updated version February 2019</i>
Related Policies	<i>Child Protection and Safeguarding Complaints</i>
Chair of Governors Signature	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Whistle Blowing	DATE:	May 2019
EIA CARRIED OUT BY:	Helen Porter	EIA APPROVED BY:	Helen Porter

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Sex (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment

Distribution List

- **Full Governing Body**
 - Ratification at Full Governing Body
 - Review is the responsibility of the Resources Committee

- **Internal**
 - Kings' Forest Primary School Web Site
 - Staff Meeting

- **Paper Copies**
 - Staff Room
 - Head teacher's office
 - Front Office

- **Internet Copies**
- Kings' Forest Primary School Web Site www.kingsforstschool.co.uk

Whistle-Blowing Policy - For Locally Managed Schools

This policy sets out the process for protected disclosures of information, where employees and other workers/suppliers/volunteers, have reasonable belief that there is serious malpractice.

This applies to all council employees and other workers, including temporary and agency staff, trainers, volunteers, consultants, contractors and councillors. Also to all volunteers and employees of organisations who work in partnership with the council.

Suppliers should raise any issues with the Client Officer, or if not appropriate, the council's Head of HR.

This policy will be made available to all of the above.

Members of the public should pursue complaints about services through the council's complaints procedure.

The policy will be subject to a formal review on a yearly basis by the Governing Body.

INTRODUCTION

The Council's Code of Conduct makes it clear employees are expected to raise serious concerns they have, regarding aspects of work, practices which affect the integrity of the Council, the safety of its employees or the general public. The council equally encourages those working with us, who may not be employees, to come forward and raise concerns of this nature.

Allegations should only be raised under this policy, if there is reasonable belief the disclosure is in the public interest. "Public Interest" means anything affecting the rights, health or finances of the public at large.

The council promotes a culture of openness, but recognises that "blowing the whistle" can be difficult, particularly concerns about the possibility of victimisation. Such fears are understandable; this policy provides advice about the protections offered by the Public Interest Disclosure Act (PIDA). The Act protects workers from detrimental treatment or victimisation if, in the public interest, they blow the whistle.

Whistle-blowers are encouraged to include their name when making an allegation. Anonymous allegations will be investigated but are less powerful and more difficult to act on.

This policy is not a substitute for other council policies regarding matters such as personal grievances, bullying and harassment, health and safety,

safeguarding issues (children and/or adults) or complaints. It should not be used to raise issues relating to employee's terms and conditions of service.

SCOPE

This policy applies to:

- All council employees;
- Other workers, including freelance staff, temporary and agency staff, trainers, volunteers and consultants;
- Contractors;
- Councillors;
- Teachers and employees in schools.

The council recognises in the case of school based employees, many decision-making responsibilities lie with the governing body, and in Voluntary Aided schools, the governing body not the council is the employer. It is expected that the governing body will be committed to support the council's approach to cases of whistle-blowing set out in this policy.

Voluntary aided schools may have their own whistle-blowing policy.

What can be raised as whistle-blowing?

The law protects individuals who make particular disclosures known as "protected disclosures" against dismissal or any detriment.

You are protected by law if you blow the whistle regarding any of the following:

- A criminal offence, e.g. fraud;
- Health and safety risks where someone could be in danger;
- Risk or harm to the environment;
- Miscarriages of justice;
- The organisation is breaking the law;
- You believe serious wrongdoing is being covered up.

Some examples of the above are:

- Use of unsafe equipment or unsafe working methods;
- Employment of illegal immigrants;
- Concealing a chemical spillage;

- Financial irregularities including fraud, corruption or unauthorised use of public funds, false returns to HMRC;
- Bribery;
- Sexual, racial, physical or other abuse of service users;
- Other causes of malpractice, negligent, unprofessional or unethical behaviour;
- The conduct of contractors and/or suppliers to the council;
- Concealment of any of the above.

The following are **not** considered to be whistle-blowing, so the protection and this policy do not apply:

- Personal grievances (e.g. bullying and harassment, discrimination) – these are not covered by the whistle-blowing legislation unless there is an impact on the public interest. If it's unclear which policy to raise an issue under, please contact HR Casework & Change for advice.
- Conduct issues (e.g. a colleague is abusing the flexi-time system).
- Complaint for example poor service.
- Misappropriation e.g. poor financial practice that is unlikely to affect the public interest. Refer to auditfraud@southglos.gov.uk

HOW TO “BLOW THE WHISTLE”

1. Initially raise the concerns with your line manager or Headteacher.
Alternatively:
 - the Chair of the Governing Body or South Glos Council Head of HR;
 - Departmental Director;
 - Head of Legal Service – Monitoring Officer
2. It should be clear that the concern/allegation is being raised under the Whistle-blowing policy. Complaints, grievances or safeguarding concerns about adults/children issues should be raised under those specific procedures and by contacting the council's Local Authority Designated Manager (LADO) for children's or the adult safeguarding team.
3. All whistle-blowing cases must be registered immediately by the manager/Headteacher with the Head of HR. In cases of financial irregularity e.g. fraud, corruption or unauthorised use of public funds,

the Head of HR will contact the council's Audit Manager.

4. The Head of HR will contact the following as appropriate (if they are not already aware) to inform them of the allegation:
 - Departmental Director;
 - Governing Body;
 - Monitoring Officer and Head of Legal & Democratic Services;
 - Chief Executive.
5. In some situations the whistle-blower may want advice from and/or involve a colleague or trade union representative. They may also be present during any subsequent interview or meeting.
6. The council will take the following into account when considering anonymous allegations:
 - the seriousness of the matter raised;
 - the credibility of the allegations;
 - the likelihood of obtaining information which could confirm the allegation.

SCHOOLS

7. Schools must notify South Glos Council's Head of HR of any whistle-blowing.
8. The Head of HR will inform the school if the case should be considered by for example the Director of Children's Adults and Health (CAH) or the Chief Executive, rather than the Governing Body.

RESPONSE

9. The Head of HR or Governing Body will write to the complainant within 10 working days of the concern being raised to acknowledge receipt and explain what will happen next.
10. Depending on the nature of the allegation, arrangements will be made for the matter to be:

- investigated internally by departmental management, Internal Audit or a senior manager from another department and/or;
- investigated by an external investigator with or without an internal investigator;
- the Director or the governing body may, with agreement by the Head of HR, commission the investigation to be undertaken by an appropriate and suitably qualified independent consultant;
- referred to the External Auditor to be investigated; and/or
- referred to the appropriate external enforcement agency e.g. Health and Safety Executive, Environmental Agency, Police or the appropriate Government Department.

11. In some cases the problem may be resolved without the need for an investigation for example, if urgent action is needed to secure relevant information or to protect the safety of individuals, action will be taken immediately.

INVESTIGATION

12. If necessary an investigation will be carried out to discover the facts/any evidence to support the allegation or otherwise.
13. Within 20 working days of the allegation being made, the investigating officer will inform the persons raising the concern what action is being taken and likely timescales. Feedback will be provided on an agreed and regular basis.

SUPPORT

14. An individual will be identified to provide support and information to the whistle-blower throughout the investigation and any subsequent developments.
15. If appropriate, employees being investigated will be provided with support from a contact/liaison officer.
16. If the whistle-blower feels victimised or harassed as a result of raising a concern, they should advise the person identified in para. 14 and/or HR Policy and Operations at hrpolicyandoperations@southglos.gov.uk

17. Concerns arising as a result of “blowing the whistle” can be raised with the charity Protect (previously Public Concern at Work) on 020 3117 2520 or email: whistle@protect-advice.org.uk

THE OUTCOME

18. Following the investigation the Director/Governing Body will:

- determine as soon as possible whether any temporary arrangements made to support the investigation e.g. suspension, can be ceased;
- determine whether or not there is a case to answer based on the facts provided within the investigation report;
- if applicable, arrange a formal hearing to which the employee will be invited.

19. Subject to any legal constraints, the council will inform the whistle-blower of the outcome of the investigation, e.g. evidence was found to support the allegation/or not.

20. If the whistle-blower is dissatisfied with the outcome, they should write to the council's Chief Executive outlining their concerns.

EXTERNAL DISCLOSURES

21. Normally before making an external disclosure, the internal whistle-blowing procedure will have been followed.

22. If the whistle-blower is dissatisfied with the council's response through its internal procedures, the following external organisations can be contacted as appropriate:

- * Environment Agency;
- * External Auditor;
- * Health & Safety Executive;
- * Care Quality Commission (CQC);
- * Ofsted

OTHER WORKERS AND SUPPLIERS

23. When other workers or suppliers blow the whistle the same procedure should be followed as covered in this document.

24. If you are unsure who to raise your concern with, please contact HR Policy and Operations at hrpolicyandoperations@southglos.gov.uk

MALICIOUS WHISTLEBLOWING

25. If allegations are found to be malicious/not in good faith, disciplinary action may be taken which could result in dismissal/ending of working relationship.

26. Please note, if you have raised a concern in good faith, you will not be subject to any detrimental action even if your allegations are unproven.

RESPONSIBILITIES

Managers

- Ensure their staff (including agency staff, contractors, volunteers, consultants etc) are aware of and follow council financial, health and safety and other procedures.
- Register whistle-blowing cases brought to their attention immediately, with the Head of HR; and as appropriate Safeguarding, Internal Audit.
- Provide support to any employee making a whistle-blowing complaint.

Head of HR

- The Head of HR has overall responsibility for overseeing the whistle-blowing procedure and agreeing actions.
- Respond to the whistle-blower within 10 working days of the concern being raised.
- Inform the relevant Departmental Director/Governing Body with details.
- Advise and guide Director/Governing Body.
- Inform others i.e. Head of Legal/Monitoring Officer as appropriate.

- Work jointly with Director/Governing Body to appoint investigators, and agree terms of reference if required.

Directors/Governing Body

- Notify the Head of HR of cases of whistle-blowing.
- Respond to whistle-blowing submissions positively within the timescales set out within this policy.
- Decide if an investigation is required.
- Identify investigators.
- Commission report and determine the terms of reference.
- Assess content of investigation report.
- Agree outcomes/action(s).

Employees

- Raise serious concerns about aspects of work or practices which affect the integrity of the council or the safety of employees or the public.

Human Resources

- HR Policy and Operations to record and assist with whistle-blowing procedural issues as appropriate.
- HR Casework and Change may provide support with investigations as appropriate and work with the trade unions as appropriate.

Approved By FGB

Revision Date: May 2019

Signed.....

Chair of Governors

Appendix 1

Template for Report of Investigation into a Whistle Blowing Allegation

The investigating officer (normally the Chair of a Panel of Governors) will prepare a report at the conclusion of the investigation which states the findings and the recommended action to be taken.

The report will be presented to the Director of Children, Adults and Health.

The report should include the following information:

- What led to the investigation;
- Details of the allegations that were made;
- Which employees were investigated and the nature of their jobs;
- How the investigation was carried out;
- What facts were established and what evidence supported these (enclose prime documents or certified copies);
- Notes of all interviews, signed and dated;
- Information about any financial implications, including losses and recovery arrangements;
- A summary of the findings and conclusions;
- Recommended action.

N.B. Where the whistle-blower has indicated that he/she has provided information in confidence, nothing in the report should identify the whistle-blower.