



WHISTLEBLOWING POLICY

The ethos of our school is embedded in our key Christian values

Honesty

Forgiveness

Love for all

Celebration

Fairness

Being Thankful

This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

*Policy approved: November 2010 (Reviewed FC 20.10.11) Review Date: Autumn 2017
Reviewed by Policy Committee 21.10.14*

The Governing Body has developed this policy to support staff in their role, whether they are directly employed by the school or local authority or working on our behalf for a partner company or agency.

What is Whistleblowing?

Someone blows the whistle when they tell someone in authority about a dangerous or illegal activity that they are aware of through their work. This can include health and safety risks, environmental issues, fraud, poor standards of care and other problems. Often it is only through whistle blowing that information comes to light.

Who can use the whistleblowing procedure?

- All school staff, whether full time or part time, permanent or temporary;
- All staff working in school (including professional colleagues, volunteers and students);
- Contractors working for the school on the premises e.g. agency staff, builders or maintenance contractors;
- External contractors and those providing services under a contract with the school.

When should I raise a concern?

If you find out about activities that harm pupils, colleagues or associate staff. These may include:

- Illegal activities
- Miscarriages of justice
- Risks to health and safety
- Damage to the environment
- Misuse of public funds
- Fraud and corruption
- Abuse of clients
- Other wrongdoing, (including attempts to cover up wrongdoing)

Who do I tell?

If you are a staff member:

You should approach the Headteacher. But if you feel unable to do so or you are concerned about something serious, you can approach the Chair of Governors. You can raise a concern by talking to someone or writing to them. If, when these internal procedures are exhausted, you remain dissatisfied, or reasonably believe that you would be victimised if you raise the matter internally, you may raise the matter with an appropriate external body, for example, the Health and Safety Executive or Director of Learning and Children's Services. Before taking this final course of action the worker should consider discussing the matter with an independent third party, e.g. a

legal advisor, trade union representative or the Citizens Advice Bureau. Any individual making such a disclosure must notify the Chair of Governors that they have taken such action.

If you work for an agency or are a temporary worker:

You should raise any concerns with your line manager on the School Senior Management Team. But if you feel unable to do so or you are concerned about something serious, you should approach the Headteacher. Again, if you feel unable to do so, you can approach the Chair of Governors. You can raise a concern by talking to someone or writing to them.

If you work for a company that has a contract with the school:

You should raise any concerns with the Headteacher. But if you feel unable to do so or you are concerned about something serious, you may approach the Chair of Governors. You can raise a concern by talking to someone or by writing to them.

What happens next?

We will look into your concern to see what should happen. This may involve:

- An internal investigation
- An external auditor
- An independent inquiry
- The police

If you have approached the Headteacher, he/she will respond within 5 working days to tell you what is happening as a result of your action.

If you approach the Chair of Governors he will normally write to you within 10 working days of receiving your concerns. He will list them and tell you what is happening as a result of your action.

You will be advised where to get support if you need it.

If you work for a company that has a contract with the school:

You should raise any concerns with the Headteacher or Chair of Governors.

Will I get into trouble? And will anyone find out that I have 'blown the whistle'?

The Governing Body will not allow the harassment or victimisation of anyone who raises a genuine concern. Harassment may result in disciplinary action.

But there may be a situation where you want to pass on your concern and not let anyone else know that you have. If it's not possible to resolve the problem without telling someone else who you are, we will always talk to you first.

Contact Details:

Headteacher: Miss Tracey Coton, Christ Church CE Primary School, Pine Gardens, Surbiton, KT5 8LJ, Tel: 020 8399 8166, Email: tracey.coton@ccp.rbksch.org

Chair of the Governing Body: Mr Chris Newport, 101 Chiltern Drive, Surbiton, KT5 8LR, Tel: 020 399 4435, Email: cn003h7446@blueyonder.co.uk