

Whistleblowing Policy and Procedure

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1. Policy statement

- 1.1. This policy is in place to set out Future Academies’ policy and procedure for dealing with concerns raised by employees which relate to suspected wrongdoing or dangers at work. Allegations of child abuse against teachers, other staff and volunteers is be dealt with in accordance with Keeping Children Safe in Education statutory guidance for schools and colleges.
- 1.2. As employees are often the first to realise that there may be something wrong within an organisation it is important that they feel able to express their concerns without fear of harassment or victimisation. Otherwise they may find it easier to ignore the concern rather than report it. The Public Interest Disclosure Act 1998 recognises this fact and is designed to protect employees, who make certain disclosures of information in ‘the public interest’, from detriment and/or dismissal. This policy builds on the provisions of the Act.
- 1.3. Future Academies is committed to the highest possible standard of operation, probity and accountability. In line with that commitment, employees and others with serious concerns about any aspect of the school's work are encouraged to come forward and voice those concerns. This policy document makes it clear that employees can do so without fear of reprisals; it is intended to encourage and enable employees to raise serious concerns within the school rather than overlooking a problem or blowing the whistle outside in an inappropriate way. It is recognised that cases may have to proceed on a confidential basis.
- 1.4. This policy aims to:
- encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their

confidentiality will be respected;

- provide staff with guidance as to how to raise those concerns; and
- provide avenues for employees to raise concerns internally as a matter of course, and receive feedback on any action taken;
- provide for matters to be dealt with quickly and appropriately; and ensure that concerns are taken seriously;
- Reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

1.5. This policy does not form part of any employee's contract of employment and it may be amended at any time.

1.6. This policy describes how any employee can raise any concerns they may have about working practices and who should be informed about the concerns. It may be that issues raised via this policy will be addressed via other procedures, e.g. anti-fraud and corruption, grievance, disciplinary, harassment and child protection procedures.

1.7. Terms of Reference

This policy is to be used by all staff employed by Future Academies, this is inclusive of both academy based and centrally employed staff. This policy does not apply to agency workers, contractors or consultants.

1.8.

2. What is whistleblowing?

2.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation or regulatory requirements;
- bribery;
- financial fraud or mismanagement;
- negligence;
- breach of our internal policies and procedures;
- conduct likely to damage our reputation;
- unauthorised disclosure of confidential information;
- concerns about the harm or risk of harm to children;
- The deliberate concealment of any of the above matters.

2.2 A Whistle blower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report it under this policy.

2.3 This policy should not be used for complaints relating to your own personal circumstances,

such as the way you have been treated at work. In those cases you should use the **Grievance Procedure**.

3. Before raising a concern

3.1 Before initiating the procedure employees should consider the following:

- the responsibility for expressing concerns about unacceptable practice or behaviour rests with all employees;
- employees should use line manager or team meetings and other opportunities to raise questions and seek clarification on issues which are of day-to-day concern;
- whilst it can be difficult to raise concerns about the practice or behaviour of a colleague, employees must act to prevent an escalation of the problem and to prevent themselves being potentially implicated.

4. Safeguards

4.1 Harassment or victimisation

4.1.1 Future Academies recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. Future Academies will not tolerate harassment or victimisation and will take action to protect employees when they raise a concern in good faith.

4.1.2 This does not mean that if an employee is already the subject of internal procedures such as disciplinary or redundancy, that those procedures will be halted as a result of that employee raising a concern under the Whistleblowing Policy.

4.2 Confidentiality

4.2.1 Future Academies will do its best to protect an employee's identity if confidentiality is requested. However, it must be understood that should the concern raised need to be addressed through another procedure, e.g. disciplinary procedures, the employee may be asked to provide a signed statement as part of the evidence, thus revealing identity. Failure to provide such a statement may mean that further action cannot be taken by the school to address the concern and in some circumstances, the school may have to disclose the identity of the employee without their consent, although this will be discussed with the employee first.

4.3 Anonymous allegations

4.3.1 Employees are encouraged to put their name to an allegation. Allegations expressed anonymously are much less powerful and more difficult to address, but they will be considered at the discretion of the school. In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

4.4 Untrue allegations

4.4.1 If an employee makes an allegation in good faith, but it is not confirmed by the

investigation, no action will be taken against that employee. If, however, there is clear evidence that an employee has made malicious or vexatious allegations, disciplinary action may be taken against that employee.

4.5 Unfounded allegations

- 4.4.1 Following investigation, allegations may be confirmed as unfounded. This outcome will be notified to the employee who raised the concern, who will be informed that the school deems the matter to be concluded and that it should not be raised again unless new evidence becomes available

4.6 Support to Employees

- 4.6.1 It is recognised that raising concerns can be difficult and stressful. Advice and support will be made available, as appropriate, to both the employee(s) raising the concerns and any employee(s) subject to investigation.

5. How to raise a concern

- 5.1 As a first step, an employee should normally raise concerns with their immediate manager or their manager's superior. Concerns can be put in writing or verbally, there may be an opportunity to agree a way of resolving your concern quickly and effectively.
- 5.2 The earlier an employee expresses the concern, the easier it is to take action.
- 5.3 The appropriate point of contact for raising a concern may vary dependant on the seriousness and sensitivity of the issues and who is involved. For example, if an employee believes that their immediate manager or their manager's superior is involved, they should approach the Headteacher or an appropriate Senior Manager for Centrally employed staff. An employee can by-pass the Academy and contact a Trust Director if they feel the management of the Academy as a whole is engaged in an improper course of action. Where there are concerns at a Trust management level it may be appropriate to escalate these to the Future Academies Board.
- 5.4 Concerns are better raised in writing. The employee should set out the background and history of the concerns, giving names, dates and places where possible, and the reasons why they are particularly concerned about the situation. It is important that the employee makes it clear that they are raising the issue via the whistle-blowing procedure.
- 5.5 Although an employee is not expected to prove the truth of an allegation, they will need to demonstrate to the person contacted that there are sufficient grounds for concern.
- 5.6 In some instances it may be appropriate for an employee to ask the trade union to raise a matter on the employee's behalf.
- 5.7 At each meeting under this policy the employee may bring a trade union representative or colleague.

5.4 Stage One:

- 5.4.1 At the initial meeting the senior manager should establish that:
- there is genuine cause and sufficient grounds for the concern; and
 - the concern has been appropriately raised via the Whistleblowing Policy.
- 5.4.2 The senior manager should ask the employee, to put their concern(s) in writing, if they had

not already done so. The senior manager should make notes of the discussions with the employee. The employee's letter and/or senior manager's notes should make it clear that the employee is raising the issue via the whistleblowing procedure and provide:

- the background and history of the concerns; and
- names, dates and places (where possible); and
- the reasons why the employee is particularly concerned about the situation.

5.4.3 The employee should be asked to date and sign their letter and/or the notes of any discussion. The senior manager should positively encourage the employee to do this, as a concern expressed anonymously is much less powerful and much more difficult to address, especially if the letter/notes become evidence in other proceedings, e.g. an internal disciplinary hearing.

5.4.4 The senior manager should follow the policy as set out above and in particular explain to the employee:

- what steps the manager intends to take to address the concern;
- how they will communicate with the employee during and at the end of the process; and that a written response will be sent out within ten working days;
- that their identity will be protected as far as possible, but should the investigation into the concern require the employee to be named as the source of the information, that this will be discussed with the employee before their name is disclosed;
- that Future Academies will do all that it can to protect the employee from discrimination and/or victimisation;
- that the matter will be taken seriously and investigated immediately; and
- that if the employee's concern, though raised in good faith, is not confirmed by the investigation, no punitive action will be taken against them.

5.4.5 The senior manager should explain to the employee, as a matter of fact, that:

- if clear evidence is uncovered during the investigation that the employee has made a malicious or vexatious allegation, disciplinary action may be taken against them; and
- the investigation may confirm their allegations to be unfounded in which case the school will deem the matter to be concluded and the employee will not be expected to raise the concern again, unless new evidence becomes available.

5.5 Stage Two:

5.5.1 Following the initial meeting with the employee, the senior manager should consult with the Headteacher for Academy based staff or the appropriate Trust Director for Centrally based staff to determine whether an investigation is appropriate and, if so, what form it should take. A record should be made of the decisions and/or agreed actions.

5.5.2 It may be necessary, with anonymous allegations, to consider whether it is possible to take any further action. When making this decision, senior managers should take the following factors into account:

- the seriousness of the issue(s) raised;
- the credibility of the concern(s); and
- the likelihood of confirming the allegation(s) from attributable sources.

5.5.3 In some cases, it may be possible to resolve the concern(s) simply, by agreed action or an explanation regarding the concern(s), without the need for further investigation. However, depending on the nature of the concern(s) it may be necessary for the concern(s) to:

- be investigated internally;
- be referred to the police;
- be referred to the academy's external auditor;
- form the subject of an independent enquiry.

5.5.4 Senior Managers should have a working knowledge and understanding of other school policies and procedures, e.g. disciplinary, harassment, child protection procedures, to ensure that concerns raised by employees are addressed via the appropriate procedure/process. Advice is available from the academy's personnel advisers.

5.6 Stage Three

Within ten working days of a concern being received, the manager receiving the concern must write to the employee:

- acknowledging that the concern has been received;
- indicating how they propose to deal with the matter;
- giving an estimate of how long it will take to provide a final response; and/or
- telling the employee whether any initial enquiries have been made; and
- telling the employee whether further investigations will take place, and if not why not; and/or
- letting the employee know when they will receive further details if the situation is not yet resolved; and
- providing the employee with details of whom to contact should they be dissatisfied with this response (see Section 6 below).

5 If the Whistle blower is not satisfied

6.1 While we cannot always guarantee the outcome the Whistle blower is seeking, we will try to deal with the concern fairly and in an appropriate way. By using this policy staff can help us to achieve this.

6.2 If an employee is not satisfied with Future Academies response, the manager should ensure that s/he is made aware with whom s/he may raise the matter externally:

- [Protect](#)
Tel no: 020 3117 2520
- Recognised Trade Union
- External Auditor
- Relevant professional bodies or regulatory organisations

- Solicitor

**Protect is a registered charity that employees can contact for advice to assist them in raising concerns about poor practice at work. The charity also provides advice to employers as to the possible ways to address these concerns.*

6 Raising concerns outside the Trust

- 7.1 The Whistleblowing Policy is intended to provide employees with a procedure for raising concerns and resolving these within the Trust.
- 7.2 The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect operates a confidential helpline 020 3117 2520 <https://www.pcaw.org.uk/> .
- 7.3 Whistleblowing concerns usually relate to the conduct of our staff, but they may sometimes relate to the actions of a third party, such as a supplier or service provider. In some circumstances the law will protect you if you raise the matter with the third party directly. However, we encourage you to report such concerns internally first. You should contact your line manager or one of the other individuals set out in paragraph 5 for guidance.
- 7.4 The manager should stress to the employee that if they choose to take a concern outside the Trust, it is the employee's responsibility to ensure that confidential information is not disclosed, i.e. confidential information, in whatever format, is not handed over to a third party.
- 7.5 Concerns about safeguarding practices can be raised externally using the NSPCC whistleblowing helpline. Employees can call 0800 028 0285 or email help@nspcc.org.uk

8. Monitoring and Review

- 8.1. The Future Academies CEO will hold overall responsibility for monitoring the implementation and effectiveness of this document. The policy/procedure will be reviewed by the CEO on an annual basis.

Appendix A Roles & Responsibilities

Employee/group relates to	whistleblowing	Responsibility to manage contact with Whistle Blower
Academy/School	Colleagues (not including the Headteacher)	Line Manager
Headteacher		Future Academies Director
Central support team	(excluding Director/s & CEO)	Line Manager
Central Director		Line Manager/CEO
CEO		Board Member
Future Academies		Appropriate external body

Appendix B Whistle blowing guidance information

Staff have a responsibility to:

- Report/raise a serious concern at the earliest opportunity
- Follow the set out procedure
- Ensure confidentiality
- Raise concerns in good faith

Future Academies have a responsibility to:

- Ensure staff are aware and trained in the process
- Listen to & investigate concerns
- Ensure that concerns are responded to
- Protect individuals from possible reprisal or victimisation
- Ensure confidentiality

Examples of what should not be reported under the Whistle Blowing Policy & Procedure

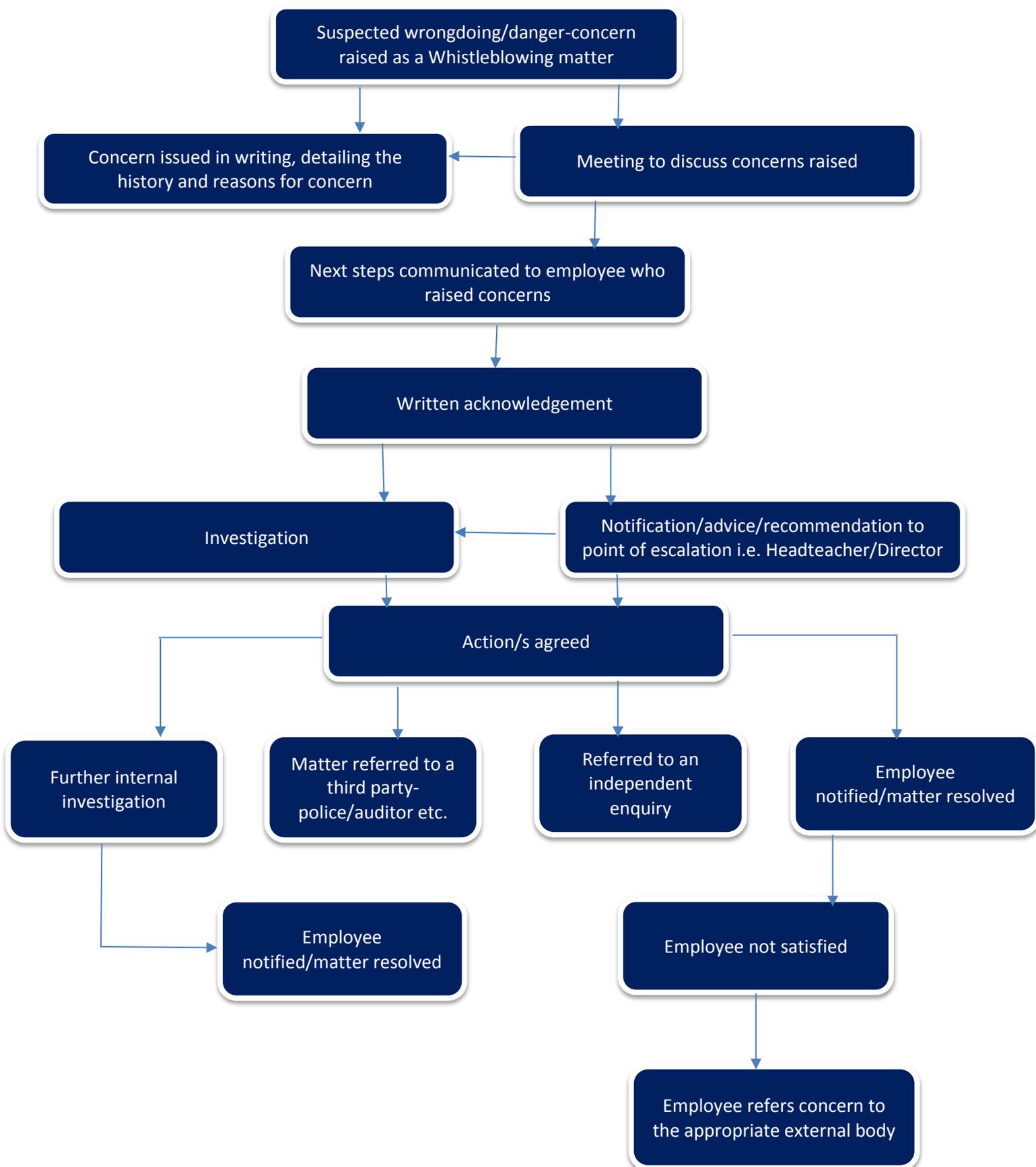
- The outcome of a management process you have been subject to-disciplinary/grievance etc.

Examples of Whistle Blowing issues:

- criminal activity
- miscarriages of justice
- danger to health and safety
- damage to the environment
- failure to comply with any legal or professional obligation or regulatory requirements
- bribery
- financial fraud or mismanagement
- negligence
- breach of policies and procedures
- conduct likely to damage our reputation
- unauthorised disclosure of confidential information
- concerns about the harm or risk of harm to children
- the deliberate concealment of any of the above matters.



Appendix C Whistleblowing process flow



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