



SIR THOMAS RICH'S

Staff Whistleblowing Policy

This Policy was drawn up in accordance with the Education Act 2002, Gloucestershire County Council Guidance and the ACAS code of practice.

Date reviewed: March 2017
Status: Good Practice
Responsibility: This policy will be reviewed by the Headmaster regularly. The Governors Personnel Committee has responsibility for approving the policy and monitoring its implementation.

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1. Introduction

- 1.1** Sir Thomas Rich's is committed to running the School with honesty and integrity and we expect all staff to maintain high standards (see Staff Code of Conduct). Any suspected wrongdoing should be reported as soon as possible.
- 1.2** This policy covers all employees, officers, consultants, contractors, volunteers, casual workers and agency workers.
- 1.3** This policy does not form part of any employee's contract of employment and the School may amend it at any time.

2. What is Whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to the School's activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

3. How to Raise a Concern

- 3.1** The School hopes that in many cases employees will be able to raise any concerns with their managers. However, where members of staff prefer not to raise it with their manager for any reason, they should contact the Whistleblowing Officer, Mrs Debbie Glover, the Headmaster or a member of the Governing Body. Contact details are at the end of this policy.
- 3.2** The School will arrange a meeting with the employee as soon as possible to discuss their concern. Members of staff may bring a colleague or union representative to any meetings under this policy. The 'companion' must respect the confidentiality of the disclosure and any subsequent investigation.

4. Confidentiality

The School hopes that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If employees want to raise concerns confidentially, the School will make every effort to keep an employee's identity secret and only reveal it where necessary to those involved in investigating the concern.

5. External disclosures

- 5.1** The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, members of staff should not find it necessary to alert anyone externally.
- 5.2** The law recognises that in some circumstances it may be appropriate for employees to report concerns to an external body such as a regulator. The School strongly encourages employees to seek advice before reporting a concern to anyone externally. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

6. Protection and support for whistleblowers

- 6.1** The School aims to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2** Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If an employee believes that they have suffered any such treatment, they should inform the Whistleblowing Officer or the Headmaster immediately. If the matter is not remedied members of staff should raise it formally using the School's Grievance Procedure.
- 6.3** Members of staff must not threaten or retaliate against whistleblowers in any way. If employees are involved in such conduct, they may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue members of staff personally for compensation in an employment tribunal.
- 6.4** However, if the School concludes that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.

7. Contacts

Whistleblowing Officer	Debbie Glover 01452 3384 djg@strs.org.uk
Headmaster	Matthew Morgan 01452 338431 mm@strs.org.uk
Chairman of Governors	Roger Ogle ro@strs.org.uk
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 7404 6609 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk