



West Byfleet Junior School

Whistleblowing Policy

Navex Global

Freephone 0800 069 8180

Navex is an external and independent organisation which provides a confidential hotline service for whistle blowing. They can be contacted any time, night or day, in complete confidence with any relevant concerns. The call will not be traced or monitored.

This policy is taken from Surrey County Council's schools policy.

1. Introduction

West Byfleet Junior School is committed to the highest standards of honesty, openness, probity and accountability. It seeks to conduct its affairs in a responsible manner, to ensure that all school activities are open and effectively managed, and that the school's integrity and principles of public interest disclosure are sustained. In line with that commitment we encourage employees, those working on behalf of the school and others that we deal with, who have serious concerns about any aspect of the school's work to come forward and voice those concerns as follows:

- with their immediate line manager and/or the Headteacher. Where any member of staff decides to report a serious incident, whether anonymous or not, this will be treated as a 'protected, internal disclosure' i.e. there will be no adverse repercussions for the member of staff.
- staff are encouraged to use an external, independent and confidential service provided by the Navex Global helpline. Freephone 0800 069 8180
- If for any reason staff feel unable to report a situation through the school or Navex Global, you are also encouraged to use Protect (formerly Public Concern at Work)

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who also operate a confidential helpline. Their contact details are 020 3117 2520 and website www.pcaw.co.uk

- The NSPCC Whistleblowing Advice line is also available for staff to raise concerns regarding child protection failures, or the way the school is dealing with safeguarding concerns. Staff can call 0800 028 0285 and the line is available from 8am to 8pm Monday to Friday and 9am to 6pm at weekends. The email address is help@nspcc.org.uk

2. Purpose of the policy

Staff are often the first to realise that there may be something seriously wrong within the school. However, staff may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the school. They may also fear harassment or victimisation. Each person working for school needs to realise that they not only have the right, but also a duty to report any improper actions or omissions.

The school and Surrey County Council recognise and appreciate that staff who raise concerns regarding malpractice or wrongdoing are an asset to the school, and not a threat. This policy makes it clear that they can raise concerns without fear of victimisation, subsequent discrimination or disadvantage. The whistleblowing policy is intended to encourage and enable staff to raise serious concerns within the school.

This policy aims to:

- encourage staff to feel confident in raising serious concerns and to question and act upon concerns about practice
- provide avenues to raise those concerns and receive feedback on any action taken
 - ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosure in good faith.

3. Who is covered by the policy?

The policy applies to all School employees whether full-time or part time, permanent or temporary; members of the School and those carrying out work for the School on School premises, for example, agency workers, contractors, consultants. It also covers providers of works, services and supplies, including the School's external contractors and those providing services under a contract with the School in their own premises, for example, care homes. However, to facilitate the reading of this

policy, the terms 'staff' or 'members of staff' have been used, with the intention to cover all individuals mentioned above.

4. Scope of the policy

The whistleblowing policy is intended to cover serious concerns that fall outside the scope of other procedures, in accordance with the Public Interest Disclosure Act 1998. These include:

- Conduct which is an offence or a breach of law
- Failure to comply with a legal obligation
- Disclosures related to miscarriages of justice
- Health and safety risks, including risks to the public as well as other employees/staff
- Damage to the environment
- Information relating to the above issues that has been or is likely to be deliberately concealed.

Examples of the above categories are likely to include:

- The unauthorised use or misuse of public funds
- Possible fraud and corruption
- Sexual, physical or psychological abuse of service users

Therefore, any serious concerns that a member of staff has about any aspect of service provision or the conduct of School staff or Members of the School, others acting on behalf of the School, service users or residents, can be reported under the whistleblowing policy where the member of staff has a reasonable belief in those concerns and they relate to one of the specified areas set out above.

Any wrongdoing disclosed under the policy should be in the public interest, this means it affects others. There are existing procedures in place to enable staff to lodge concerns relating to their own employment.

5. Unsubstantiated Allegations

If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against them. However, if an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken.

6. Confidentiality

All concerns will be treated in confidence but at the appropriate time, the whistleblower may be asked to come forward as a witness, and this will be discussed with them.

7. Anonymous Allegations

This policy encourages staff to put their name to their allegation whenever possible. Where a concern is raised via the external confidential Navex Global Service, the whistleblower can choose to provide Navex Global with their name and contact details, which will not be passed to the School without express permission from the individual. This enables Navex Global to ask for further information on the concern, if required.

The School will take all concerns raised seriously. When carrying out an initial review of a concern, the School will take into account the following factors:

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

8. How to raise concerns

There are two ways in which to raise a concern:

1. Staff may raise concerns with their immediate manager or the headteacher where this is appropriate to the nature of the concern. If the allegations involve the Headteacher, the member of staff should raise the matter with the Chair of Governors (Marian Pearson chair@west-byfleet-junior.surrey.sch.uk), or should the whistleblower feel the need to involve a person external to the school, they should contact their trade union representative or the Area School officers- Kate Charles (07792587096 kate.charlies@surreycc.gov.uk or Cara Harding 07968834131 cara.harding@surreycc.gov.uk) or the out of hours emergency 01483 518104.
2. While concerns will usually be raised internally, the school recognises that staff may feel unable to do this and that they may wish to contact an independent, external organisation, such as Navex Global (0800 069 8180) to report the concern to be reviewed internally.

Concerns may be raised verbally or in writing. Staff who wish to make a written report are asked to provide the background and history of the concern (including relevant dates) and the reason why they are particularly concerned about the situation.

The earlier the concern is expressed, the easier it is to take action. In order to assist with the investigation, staff should provide as much detail and supporting evidence as possible. Staff are not expected to prove that an allegation is true, only to have sufficient grounds for concern.

The whistleblower may invite a recognised Trade Union representative or a work colleague to be present during any meetings or interviews in connection with the concerns raised

9. How the School will respond

The School will investigate and respond to all concerns raised by staff or service users through any channels including Navex Global and the Contact Centre.

While it is not essential that the concerns be provided in writing, the person receiving the concern will ensure that a written account of it is made. The member of staff raising the concern will be asked if they wish to have a professional representative or other supporting adult present with them. This will help reassure the staff member raising the concern and the subsequent investigation by making sure that everyone involved is clear about what is being raised.

When a concern is raised directly with a Council officer, they should undertake the following actions:

- Take the concern seriously
- Consider the concerns fully and objectively
- Recognise that raising a concern can be a difficult experience for employees
- Ensure confidentiality

Staff members who are under investigation will not be involved in the initial investigation process.

10. Initial inquiry

In order to protect the individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the School will have in mind, is that of the public interest. If urgent action is required, this will be taken before any investigation is conducted.

The purpose of the initial inquiry is to ascertain if the conduct or behaviour involves a Member of the School, a senior manager or a member of staff, so that further enquiries and investigation can be progressed accordingly.

11. Preliminary Review

A preliminary review establishes the need to carry out an investigation. Further to the results of the initial enquiry and preliminary review, and at the discretion of senior management, the following steps will then need to be considered:

Concerns or allegations, which fall within the scope of specific procedures, e.g. child protection or discrimination issues, will normally be referred for consideration under those procedures

- Where there is any financial impropriety, the concern should be referred to Surrey County Council Internal Audit, before taking any other action
- Inform Surrey County Council's Monitoring Officer if the concerns indicate unlawful activity.
- Ensure that matters of a criminal nature are reported to the Police, after consultation with Surrey County Council Internal Audit
- Whether the disciplinary or other relevant management policies, procedures and processes of the School need to be applied
- Appointment of an officer to carry out the investigation under these procedures.
- Suspected incidents of malpractice relating to examinations will be reported to the appropriate exam body at the earliest opportunity
- In other cases, an impartial investigator may be appointed and the School will seek advice from the Local Education Officer or the School's HR consultant.

12. Investigation

Depending on the nature of concerns, investigation may be carried out under the Disciplinary Policy

13. Investigation Timescales

Within 14 days of a concern being raised, the person who is dealing with the concern that has been raised will respond in writing:

- Acknowledging that the concern has been received
- Supplying information on staff support mechanisms, and

- Advising whether further investigations or action is required and, if not, why not.

A further update will also be provided 28 days after the report was received, advising of additional progress made and the estimated date a final response will be available.

If the whistleblower has chosen to remain anonymous and non-contactable, they will need to contact Navex Global or their original reporting route in order to receive updates.

14. Investigation Process

The impartial investigating manager appointed to undertake the investigation will establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. Other people may need to be interviewed to provide further information and/or clarification concerning the issue(s) raised.

It is essential that written records of all interviews be kept throughout the investigation, together with written details of any action taken. The investigation will result in a written report and recommendations for corrective action which will be passed to the manager responsible for deciding whether formal action shall be taken.

Where any meeting is arranged involving an individual member of staff, which can be off-site, a recognised Trade Union representative or a work colleague may also attend. The School will take steps to minimise any difficulties which may be experienced as a result of raising a concern. For instance, if a member of staff is required to give evidence in criminal or disciplinary proceedings, the School will arrange for them to receive appropriate procedural and/or legal advice.

A member of staff raising directly with a senior officer a concern will be, subject to legal constraints, advised in writing of the outcome of the investigation and, where appropriate, what action is being taken.

15. Monitoring Arrangements

The governing body has overall responsibility for overseeing the operation of this policy and for ensuring that appropriate records are maintained regarding concerns raised and the outcomes. It is also responsible for reporting concerns to officers at Surrey County Council (Ann Panton) and to other external bodies as appropriate to the circumstances.

The practical aspects of monitoring are to assess whether:

- The policy is being used appropriately
- Concerns are being handled and investigated properly

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- There are any discernible patterns of concern across the School
- The policy has been effective in identifying and deterring malpractice, and
- More needs to be done to raise awareness of the policy

Additional Contact Details

Headteacher and Designated Safeguarding Lead- Mr Ben Wasserberg (head@west-byfleet-junior.surrey.sch.uk)

Chair of Governors – Mrs Marian Pearson (chair@west-byfleet-junior.surrey.sch.uk)

Area Education Officer Telephone:

Kate Charles 07792587096 kate.charlies@surreycc.gov.uk

Cara Harding 07968834131 cara.harding@surreycc.gov.uk

Out of hours emergency- 01483 518104

Surrey County Council's Internal Audit Team- internal.audit@surreycc.gov.uk