

THE
COMPASS
PARTNERSHIP OF SCHOOLS

Whistleblowing Policy



1. About this policy

- 1.1 We are committed to running our schools with honesty and integrity, and we expect all staff to maintain high standards in accordance with our Code of Conduct. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.
- 1.2 The aims of this policy are:
 - 1.2.1 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.
 - 1.2.2 To provide staff with guidance as to how to raise those concerns.
 - 1.2.3 To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
- 1.3 This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.
- 1.4 This policy takes account of the Whistleblowing Arrangements Code of Practice issued by the British Standards Institute and Public Concern at Work.
- 1.5 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Personnel responsible for the policy

- 2.1 The Board of Trustees has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.
- 2.2 The Whistleblowing Officer has day-to-day operational responsibility for this policy, and must ensure that all managers and other staff who may deal with concerns or investigations under this policy receive regular and appropriate training.
- 2.3 The Whistleblowing Officer, in conjunction with the [Board of Trustees **OR** Risk and Audit Committee] should review this policy from a legal and operational perspective at least once every 2 years.
- 2.4 All staff members are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff members are invited to comment on this policy and suggest ways in which it might be improved. Comments,

suggestions and queries should be addressed to the [Whistleblowing Officer **OR** Risk and Audit Committee].

3. What is whistleblowing?

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

3.1.1 criminal activity;

3.1.2 failure to comply with any legal or professional obligation or regulatory requirements;

3.1.3 miscarriages of justice;

3.1.4 danger to health and safety;

3.1.5 failure to appropriately manage identified safeguarding risks;

3.1.6 damage to the environment;

3.1.7 bribery;

3.1.8 facilitating tax evasion;

3.1.9 financial fraud or mismanagement;

3.1.10 conduct likely to damage our reputation or financial wellbeing;

3.1.11 unauthorised disclosure of confidential information;

3.1.12 the deliberate concealment of any of the above matters.

3.2 A **whistleblower** 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.

3.3 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work or your terms and conditions of employment. In those cases you should use the Grievance Procedure [or Anti-harassment and Bullying Policy as appropriate]. It will usually be more appropriate to raise a concern about child safety under our [Safeguarding Policy]. A concern about a pupil being treated unfairly by the school should be raised initially with the Headteacher or Child Protection Officer. Pupil complaints will be dealt with separately under our [Complaints Procedure].

3.4 If you are uncertain whether something is within the scope of this policy you should seek advice from the Headteacher or the Whistleblowing Officer, whose contact details are at the end of this policy.

4. Raising a whistleblowing concern

4.1 We hope that in many cases you will be able to raise any concerns with the Headteacher. You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively. In some cases they may refer the matter to the Whistleblowing Officer.

4.2 However, where the matter is more serious, or you feel that the Headteacher has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact one of the following:

4.2.1 The Whistleblowing Officer, Louise Rea.

4.2.2 The CEO, John Camp.

Contact details are set out at the end of this policy.

4.3 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

4.4 We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

5. Confidentiality

5.1 We hope that staff members will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

5.2 We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to the Whistleblowing Officer or the CEO and appropriate measures can then be taken to preserve confidentiality. If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are at the end of this policy.

6. Investigation and outcome

- 6.1 Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.
- 6.2 In some cases we may appoint an investigator or team of investigators including staff or trustees with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.
- 6.3 We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.
- 6.4 We will normally aim to conclude our initial investigation within approximately 28 days. However, the timescale may vary depending on the complexity of the matters raised, the availability of witnesses and whether expert legal or other professional advice is required.
- 6.5 In the unlikely event that we conclude a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action. However, a whistleblower who raises a concern genuinely but mistakenly will be supported.

7. If you are not satisfied

- 7.1 While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy you can help us to achieve this.
- 7.2 If you are not happy with the way in which your concern has been handled, you can raise it with one of the other key contacts in paragraph 4. Alternatively you may contact the [Chair of our Risk and Audit Committee **AND/OR** the Chair of the Board of Trustees.] Contact details are set out at the end of this policy.

8. External disclosures

- 8.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace where this is in the public interest. In most cases you should not find it necessary to alert anyone externally.
- 8.2 The law recognises that in some limited circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. Whistleblowing to an external agency without first going through the internal procedure is a breach of the Academy's Code of Conduct. The external agencies which may be used if disclosure is permitted are:

- Department for Education (DfE). (In these circumstances, the DfE/ESFA will assess whether all internal processes have been applied and that we have done everything possible to resolve the issue. If this is not the case, the DfE/ESFA will refer the matter back to us);
- Member of Parliament;
- National Audit Office;
- Health and Safety Executive;
- Police.

8.3 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 Headteacher or one of the other individuals set out in paragraph 4 for guidance.

9. Protection and support for whistleblowers

9.1 It is understandable that whistleblowers are sometimes worried about possible repercussions. We aim to encourage openness and will support staff members who raise genuine concerns under this policy, even if they turn out to be mistaken.

9.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.

9.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases the whistleblower could have a right to sue you personally for compensation in an employment tribunal.

10. Contacts

Whistleblowing Officer	Louise Rea 0207 551 7799 whistleblowing@compassps.uk
CEO	John Camp 020 8850 1218 jcamp@compassps.uk
Chair of the Risk and Audit Committee	Louise Rea 0207 551 7799 lrea@compassps.uk
Chair of the Board of Trustees	Mary Whitehead 020 8854 9841 mwhitehead@compassps.uk

11. Monitoring, Evaluation and Review

- 11.1 The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the Trust.
- 11.2 This policy was adopted for full implementation on 24th November 2017.
- 11.3 This Policy will be reviewed by the Board of Trustees on a 2-yearly cycle.

Policy Reviewed:	November 2017
Next Review:	November 2019