

 BERNWODE SCHOOLS TRUST	BERNWODE SCHOOLS TRUST			Written by: HR Manager
	<u>WHISTLEBLOWING POLICY</u>			
	Applicable to: ALL STAFF	Accountable Officers: Headteacher, The Cooper School Headteacher, Glory Farm Primary School	Date Adopted June 2021	Date To Be Reviewed: Summer Term 2023 (Every 2 years)

Bernwode Schools Trust is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

Introduction

1. This procedure should be followed for any whistleblowing matters raised by employees of the school, supply staff and agency workers.
2. Further advice and support on the application of this procedure is available from the HR Manager.

Policy Statement

3. The academy is committed to the highest possible standards of:
 - Openness and inclusiveness
 - Accountability
 - Integrity

Aims of procedure

- a) To encourage those working in the Trust to report suspected wrongdoing promptly, in the knowledge that it will be taken seriously.
- b) To provide guidance on how to raise concerns
- c) To reassure staff that they are able to raise genuine concerns made in the public interest without fear of reprisals, even if they turn out to be mistaken.

What is 'Whistleblowing'?

4. Whistleblowing is when a worker reports certain types of wrongdoing or misconduct within an organization.
5. The wrongdoing concerned must be in the public interest. This means it must affect others, e.g. pupils, general public.
6. The wrongdoing concerned must relate to, or show one of, the following:
 - a criminal offence
 - a failure to comply with a legal obligation
 - a possible miscarriage of justice
 - a health and safety risk
 - damaging the environment
 - misuse of public money
 - corruption or unethical conduct
 - abuse of pupils, students or other users
 - deliberate concealment of any of these matters
 - any other substantial and relevant concern.
7. The concern could be about something that happened in the past, is currently happening, or likely to happen in the future.
8. Concerns or complaints that employees wish to formally raise formally, about their own employment, should normally be raised using the academy's Grievance Procedure, unless the employee believes the concern is in the public interest. This includes for example, concerns related to working conditions, working relations, employment rights or bullying and harassment.

Legal protection for whistleblowers

9. Whistleblowers are protected by law from being treated unfairly or losing their jobs because they 'blow the whistle'.
10. Whistleblowers must hold a reasonable belief that the concern they are raising is in the public interest.
11. Bernwode Schools Trust will provide all reasonable protection for those who raise concerns made in the public interest.
12. Bernwode Schools Trust's governing board will be responsible for ensuring that appropriate personal support is offered both to a worker raising a concern and to any worker against whom allegations have been made under this procedure.
13. Although an employee has certain legal obligations of confidentiality to the Trust, in a limited set of circumstances, whistleblowing may override these obligations. This guidance sets out the circumstances under which these disclosures may lawfully be made.

Procedure for raise a whistleblowing concern

Whistleblowing anonymously or confidentially

14. Concerns can be raised anonymously, but the school or person receiving the allegation may not be able to take it any further if they haven't been provided with all the information they need.
15. Whistleblowers can give their name but request confidentiality and in these circumstances, every effort will be made to protect their identity.
16. All disclosures made under this procedure will be treated sensitively, consistently and fairly.

Step 1: deciding who to report the concern to

17. Concerns can be raised verbally or in writing.
18. You can raise your concern with your line manager. Alternatively, you can raise the matter with the Headteacher, the relevant Chair of the Academy Committee, or the Chair of the Board of Trustees.
19. If you wish to report the matter to someone outside of the school you can contact the Director of Children, Education and Families, Oxfordshire County Council, or any of those listed on Annex 1, or one of the external bodies/organisations listed in Annex 2.
20. Reporting concerns to the media, in most cases, will lead to the loss of your whistleblowing law rights.
21. Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.
22. You may wish to obtain advice from a trade union representative, the Citizen's Advice Bureau, or Public Concern at work on 020 7404 6609 and www.pcaaw.co.uk.
23. You can be accompanied by a trade union representative or colleague to any meetings that are required.

Step 2

24. The person with whom you have raised your concern will decide what action is needed. They may ask you to provide further information. They will write to you within 10 days to let you know how your concern will be dealt with.
25. The information you can then expect to receive is:
 - an indication of how the concern will be dealt with
 - an estimate of how long it will take to provide a final response
 - whether any initial enquiries have been made
 - whether further investigations will take place, and if not why not
 - information about support available for you
26. The person with whom you have raised your concern will at the same time notify the Human Resources department that a whistleblowing allegation has been made.
27. Advice on dealing with concerns is available from Human Resources, or the Trust's legal or

financial adviser.

Step 3

28. Initial enquiries will be made to decide whether an investigation is appropriate.
29. An investigation may be carried out, depending on the nature of the allegations and the evidence/information presented. Full details of the investigation may be withheld from you to protect the confidentiality of other people.
30. Information will need to be passed on to those with a legitimate need to have this information, and it may be necessary for you to provide a written statement and act as a witness in any subsequent disciplinary proceedings or enquiries. This will be discussed with you first.
31. Where an investigation is necessary, it may take the form of one or more of the following:
 - an internal investigation by the Headteacher(s) or a Trustee, which may, for example, take the form of a disciplinary investigation
 - an investigation by the Internal Audit Service
 - a referral to the Police
 - the setting up of an external independent inquiry

Step 4

32. You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law.
33. If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:
 - your trade union
 - the Citizens Advice Bureau
 - a relevant professional body or regulatory organisation
 - a relevant voluntary organisation
 - the Police
 - the Local Government Ombudsman
 - Equality and Human Rights Commission

(See Annex 2 for further details).

34. If there is an issue of an exceptionally serious nature which you believe to be substantially true, then you may disclose the issue to someone other than those listed in paragraph 19. In determining whether it is reasonable for you to have made a disclosure the identity of the person to whom the disclosure is made will be taken into account. Disclosures to anyone outside of the recognised bodies listed in paragraph 33 and Annex 1 and 2 may not be protected disclosures under the Act.
35. You have a duty to the academy not to disclose confidential information. This does not prevent you from seeking independent advice at any stage or from discussing the issue with the charity Public Concern at Work on 020 7404 6609 and www.pcaaw.co.uk in accordance with the provisions of the Public Interest Disclosure Act 1998.

Review and Reporting of the Procedure

36. The Trustees of Bernwode Schools Trust have overall responsibility for this procedure.

37. This procedure has been reviewed with reference to equalities, human rights and discrimination legislation. Confidential monitoring of the procedures is undertaken in order to gather data to help establish whether the procedure is operated in a fair and consistent manner. In undertaking monitoring the academy will not identify individuals.

Annex 1

Contact Details (External Organisations)	
The Local Government Ombudsman	<p>Address: PO Box 4771, Coventry. CV4 0EH Web: www.lgo.org.uk Tel no. 0300 061 0614</p>
Equality Advisory Support Service	<p>Address: FREEPOST Equality Advisory Support Service FPN4431 Web: http://www.equalityadvisoryservice.com/ Tel no. 0808 800 0082</p>
Oxfordshire Racial Equality Council	<p>Address: 1 Tidmarsh Lane, Oxford OX1 1PE Tel no. 01865 815239</p>
The Health and Safety Executive (Regional Office)	<p>Address: Priestley House, Priestley Road, Basingstoke, Hampshire. RG24 9NW Web: www.hse.gov.uk</p>
The Environment Agency (South East Regional Office)	<p>Address: Kings Meadow House, Kings Meadow Road, Reading. RG1 8DQ Web: www.environment-agency.gov.uk Tel No. 0370 8506506</p>
Citizens Advice Bureau	Please check online for local information
Police	Please check online for local information

Annex 2- External bodies and organisations

You can blow the whistle to an external organization rather than your employer. There is a list of prescribed people or bodies that you can go to. Choose the correct one for your issue. A full list can be found online at gov.uk.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431221/bis-15-289-blowing-the-whistle-to-a-prescribed-person-list-of-prescribed-persons-and-bodies-2.pdf

Some of the bodies that may be relevant for schools staff are:

Ofsted	Piccadilly Gate, Store Street, Manchester, M1 2WD Tel: 0300 123 3155 Email: whistleblowing@ofsted.gov.uk
Office of Qualifications and Examinations Regulation	Casework Manager, Ofqual, Spring Place, Coventry Business Park, Herald Avenue, Coventry CV5 6UB Tel: 0300 303 3346 Public.Enquiries@ofqual.gov.uk Online reform form: www.ofqual.gov.uk/complaints-and-appeals/whistleblowing/
National Society for the Prevention of Cruelty to Children (NSPCC)	The NSPCC Whistleblowing Advice Line is for anyone with child protection concerns in the workplace. The helpline provides support and advice to those who feel unable to get a child protection issue addressed by their employer. It can be contacted anonymously on 0800 028 0285. https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/
Health and Safety Executive	Tel: 0300 003 1647 https://www.hse.gov.uk/contact/whistleblowers.htm
The Local Government Ombudsman	Address: PO Box 4771, Coventry. CV4 0EH Web: www.lgo.org.uk Tel no. 0300 061 0614
Data Protection and Freedom of Information	The Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF Tel: 0303 123 1113