



***‘Improving the quality of family life’***

# Whistle Blowing Policy

## Contents

|   |    |
|---|----|
| 1.Purpose .....   | 2  |
| 2.Principles .....  | 2  |
| 3.Definition .....  | 2  |
| 4.Aim and Scope .....   | 4  |
| 5. Roles and Responsibilities .....                             | 7  |
| 6. Legal .....  | 7  |
| 7. Procedure .....  | 8  |
| 7.1 Key Principles .....  | 8  |
| 7.2 Safeguards .....  | 8  |
| 7.3 Confidentiality .....                                       | 9  |
| 7.4 Anonymous Allegations.....                                  | 9  |
| 7.5 Untrue Allegations .....                                    | 9  |
| 7.6 How to raise a concern .....                                | 9  |
| 7.7 Procedure for responding to a whistle-blowing concern.....  | 9  |
| 7.8 Mechanism for Raising Concerns against the Headteacher..... | 10 |
| 7.9 Escalating concerns beyond the trustees.....                | 10 |
| 8.Outcome of the Investigation .....                            | 10 |
| 9. Financial Whistleblowing .....                               | 11 |
| Revision .....  | 12 |

# 1.Purpose

In line with the London Safeguarding Children Board and the London Child Protection Procedures, Snowflake School operates a Whistle Blowing Policy.

The purpose of this document is to assist all staff to 'whistle-blow' if they have concerns about any adult in the school setting suspected wrongdoing or dangers at work, whether paid or voluntary.

This policy reflects the requirements of;

- *Working Together to Safeguard Children 2015 (Rev Feb 2017)*
- *Keeping Children Safe in Education 2025*

This policy and the following procedures apply to all paid staff, volunteers and trustees working with or in Snowflake Schools and should be read in conjunction with Snowflake School Safeguarding and Child Protection Policies.

This policy takes account of the Whistleblowing Arrangements Code of Practice issued by the British Standards Institute and Public Concern at Work.

# 2.Principles

All staff should be aware of this policy and feel confident to voice concerns about the attitudes or actions of current colleagues or staff and volunteers or those who have left or no longer work at the school; this includes contact and actions using mobile phones, internet, email and chat, if a member of staff believes a colleague has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child, or children, or another adult in a way that indicates they are unsuitable to work with children.

**Report to the Head Teacher immediately – Sumen Starr ([sumen.starr@snowflakeschool.org.uk](mailto:sumen.starr@snowflakeschool.org.uk))**

*The Head Teacher will report to the LADO on the same working day.*

# 3.Definition

A 'whistleblower' is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of the school's activities (a whistleblowing concern), you should report it under this policy.

This policy should not be used for complaints relating to staff's own personal circumstances, such as the way you have been treated at work. In those cases you should follow the Grievance procedures.

If staff are uncertain whether something is within the scope of this policy, they should seek advice from the Headteacher. If the matter is in relation to an alleged wrongdoing by the Headteacher, then staff should seek the advice of the Designated Trustee – Faryaneh Akhavan via the email address [Faryaneh@snowflakeschool.org.uk](mailto:Faryaneh@snowflakeschool.org.uk)

Staff are protected under the Public Interest Disclosure Act 1998 should they wish to invoke whistle blowing procedures. Further guidance can be found at:

<https://www.gov.uk/government/publications/the-public-interest-disclosure-act/the-public-interest-disclosure-act>

Whistleblowing is specific and means a disclosure of information made by a worker or an external person or body where they reasonably believe that one or more of the following matters is happening now, took place in the past or is likely to happen in the future:

- A criminal offence.
- A failure to comply with a legal obligation (e.g. breach of a contractual or other common law obligation, statutory duty or requirement or administrative requirement, including suspected fraud, malpractice or breach of a code of conduct).
- A miscarriage of justice.
- A danger to the health and safety of any individual.
- Covering up or ignoring a safeguarding concern about abuse or suspected abuse.
- A deliberate concealment of information tending to show any of the above.
- Concerns regarding extremism and radicalisation of a learner/pupil or employee/volunteer.
- Damage to the environment.
- Negligence.
- Financial, Fraud or mismanagement.
- Unauthorised disclosure or confidential information
- The deliberate concealment of any of the above matters

Protect (formerly Public Concern at Work) has:

- Further guidance on the difference between a whistle-blowing concern and a grievance that staff may find useful if unsure.
- A free and confidential advice line (020 3117 2520) For historic allegations relating to staff or volunteers who have left or no longer work at the school you may be directed straight to the Local Authority Designated Officer. The school will support the LADO in gathering relevant information and evidence. If a member of staff is worried about the conduct of the Headteacher, or they believe that a reported allegation or concern is not being dealt with properly they should report the matter, on the same working day, to the appropriate LADO:

**Primary Site:**

**Aqualma Daniel**

**Tel:** 07870 481 712

**Email** [Aqualma.Daniel@rbkc.gov.uk](mailto:Aqualma.Daniel@rbkc.gov.uk)

**Secondary Site:**

**Emmanuel Adofa**

**Tel:** 07581 080 797

Email [asv@ealing.gov.uk](mailto:asv@ealing.gov.uk) / [child.protection@ealing.cjsm.net](mailto:child.protection@ealing.cjsm.net)

### And to the Chair of Trustees

Faryaneh Akhavan: 07795 181 580

Email: [faryaneh@snowflakeschool.org.uk](mailto:faryaneh@snowflakeschool.org.uk)

*For confidential advice on how to raise a concern about malpractice at work; visit 'Public Concern at Work' [www.pcaw.co.uk](http://www.pcaw.co.uk).*

Employees are often the first to realise that there may be something seriously wrong within the school. However, they may not express their concerns because they feel that to speak up would be disloyal to their colleagues or to the school. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report something which after all, may just be a suspicion of malpractice.

Snowflake School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect and encourage employees, and others whom we deal with, who have serious concerns about any aspect of the school's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis (i.e. between the employee voicing the concern and the person to whom the concern is voiced).

This policy document makes it clear that you can do so without fear of victimisation, reprisal, subsequent discrimination or disadvantage. This Whistle Blowing/Confidential Reporting policy is intended to encourage and enable employees and others to raise concerns within *Snowflake School rather than overlooking a problem or 'blowing the whistle' outside, in line with the Public Interest Disclosure Act 1998 (Whistle Blowing)*.

## 4.Aim and Scope

This section of the whistle blowing policy applies to all employees at Snowflake School (permanent, temporary, casual), contractors and those in partnership roles working for the school-on-school premises, for example volunteers, agency staff, builders, etc. It also covers historic allegations of staff and volunteers who no longer work at the school. The procedure is designed to enable employees to notify the Headteacher/Chair of Trustees of any reasonable suspicion of illegal or improper conduct. It is a procedure in which the Headteacher/Chair of Trustees will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure.

Concern about a colleague's professional capability should not be dealt with using this procedure. This whistle blowing policy **does not apply to pupils**. Where applicable, employees are responsible for making pupils aware of the existence of the school's complaints procedure and other appropriate reporting procedures. Where the concerns are about child protection or safeguarding children or young people, the School's Safeguarding and Child Protection Policy must be followed.

### Raising a whistleblowing concern

The school hopes that in many cases, staff will be able to raise any concerns with their line manager, speaking to them in person or putting the matter in writing if they prefer. Staff reporting concerns should consider whether the incident was illegal, breached school policies and procedures, put

people in danger, or was an attempt to cover up any such activity. They may be able to agree a way of resolving a concern quickly and effectively. In some cases they may refer the matter to the Trustees.

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

- The Headteacher
- The Trustee with responsibility for whistleblowing – Faryaneh Akhavan

The Headteacher or Trustee will arrange a meeting with the 'whistleblower' as soon as practicable to discuss their concern. They will record sufficient details to enable the matter to be thoroughly investigated. As a minimum, the Headteacher or Trustee will record the name of the employee but also indicate whether the individual wishes his or her identity to remain confidential, if possible, and the nature of the concern. In some cases it will not be possible to maintain confidentiality and the Headteacher or Trustee should explain this to the employee. In such instances, the employee will have the choice of either withdrawing or agreeing to his/her identity becoming known to enable the concern to be effectively dealt with.

The school will take notes and produce a written summary of the concern raised and provide the 'whistleblower' with a copy as soon as practicable after the meeting. The school will also aim to give the 'whistleblower' an indication of how it proposes to deal with the matter.

### **Confidentiality**

The school hopes that staff will feel able to voice whistleblowing concerns openly under this policy. However, if a member of staff wants to raise his or her concern confidentially, the school will endeavour to keep his or her identity secret, in so far as it is possible to do so when following this policy and procedure. If it is necessary for anyone investigating that member of staff's concern to know the 'whistleblower's' identity, the school will discuss this with the member of staff first.

The school does not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if the school cannot obtain further information. It is also more difficult to establish whether any allegations are credible and have been made in good faith. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to one of the contacts listed above, and appropriate measures can then be taken to preserve confidentiality.

If an individual misuses the policy and procedure, for example, by making malicious or repeated unsubstantiated complaints against colleagues, this could give rise to action under the school's Disciplinary Procedure. If the Headteacher knows or has a suspicion that an employee comes into this category, then s/he will take advice from the Designated Trustee who will help to determine what action should be taken.

### **Concerns against Trustees**

If a concern against a Trustee is received, then this will be treated in the same way as any other concern. It will receive the same serious consideration. The concern will be raised by the Headteacher with the Chair of Trustees who will decide how it should be dealt with.

If the concern is against the Chair of Trustees, then clearly this process cannot be followed. In such circumstances, the concern will be taken directly to the Headteacher who will decide, in consultation

with the Deputy Chair, how it should be dealt with. In normal circumstances such a concern would be referred to the Department for Education for action.

### **Investigation and outcome**

Once a member of staff has raised a concern, the school will carry out an initial assessment to determine the scope of any investigation. The school will inform the 'whistleblower' of the outcome of its assessment. The member of staff raising the concern may be required to attend additional meetings in order to provide further information.

In most cases the Headteacher will investigate any issue. In rare cases the school may refer the case to a Trustee panel, or appoint an external investigator with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable the school to minimise the risk of future wrongdoing.

The school will aim to keep the member of staff informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent the school from giving specific details of the investigation or any disciplinary action taken as a result. The member of staff is required to treat any information about the investigation as strictly confidential.

If the school concludes that a 'whistleblower' has made false allegations maliciously, in bad faith or with a view to personal gain, the 'whistleblower' will be subject to disciplinary action under the school's Disciplinary Procedures.

Whilst the school cannot always guarantee the outcome a particular member of staff is seeking, the school will try to deal with the concern fairly and in an appropriate way. If a member of staff is not happy with the way in which his or her concern has been handled, he or she can raise it with one of the other key contacts outlined above.

There are no rights of appeal against any decisions taken under this procedure. However, an employee or the Headteacher will have the right to refer any particular case to the Designated Trustee for review.

Any member of staff raising a concern under the procedure will be kept informed of progress by the Headteacher, including, where appropriate, the final outcome. However, in certain circumstances, e.g. where disciplinary action under the school's Disciplinary Procedure has resulted from the concern, it may not be appropriate to provide specific details due to the confidentiality and sensitivity of such matters.

### **Protection and support for 'whistleblowers'**

It is understandable that 'whistleblowers' are sometimes worried about possible repercussions. The school aims to encourage openness and will support staff who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment would include dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a member of staff believes that he or she has suffered any such treatment, he or she should inform the Headteacher immediately. If the matter is not remedied, the member of staff should raise it formally using the school's Grievance Procedure.

Staff must not threaten or retaliate against 'whistleblowers' in any way. Anyone involved in such conduct will be subject to disciplinary action.

All staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing.

## 5. Roles and Responsibilities

### Head Teacher/Chair of Trustees

- The Head Teacher, or where the complaint is about the Head Teacher, the Chair of Trustees, is expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure.
- Where concerns are raised with outside agencies, the Head Teacher/ Chair of Trustees must fully cooperate with any resulting investigation(s).
- The Head Teacher/ Chair of Trustees will make every effort to meet any request of anonymity where possible
- The Head Teacher/ Chair of Trustees, where possible, should inform the complainant of the outcome of the investigation.

### Employees

- All employees are expected to bring to the attention of the Head Teacher/ Chair of Trustees any serious impropriety or breach of procedure.
- All employees who report concerns under the whistle blowing procedure must be prepared to justify and support their claim in writing.
- If another member of staff (other than the Head Teacher/ Chair of Trustees) is approached by a colleague on a matter of concern as defined in this document, they should be advised to take the matter to the Head Teacher/ Chair of Trustees.
- Employees must act in the public interest and must have reasonable grounds for believing the information to be accurate.

## 6. Legal

Employees and workers who make a 'protected disclosure' are protected from being treated badly or being dismissed. If they are, they can claim unfair dismissal when the reason for the 'whistleblowing' meets any of the 'qualifying disclosures' criteria.

They include when someone reports:

- Child protection issues.
- That someone's health and safety is in danger.
- Damage to the environment.
- A criminal offence.
- That the school isn't obeying the law i.e. not have the right insurance etc.
- That someone's covering up a wrongdoing The Head Teacher/ Chair of Trustees should ensure that, where this procedure has been used in the public interest, employees are not subjected to harassment and/or victimisation for doing so.

*The key piece of 'whistleblowing' legislation is the Public Interest Disclosure Act 1998.*

***Other Acts and Statutory Instruments which Trustee the topic are:***

*Police Reform Act 2002 Section 37*

*Employment Rights Act 1996 Section 103A*

*Employment Rights Act 1996 Sections 43A to 43L*

*Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) Regulation 14*

*Public Interest Disclosure Act 1998*

*Public Interest Disclosure (Compensation) Order 1999 (SI 1999/1548)*

*Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549)*

*The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2010 (SI 2010/131)*

*Enterprise and Regulatory Reform Act 2013 – includes several changes to ‘whistleblowing’ protection*

*This policy has also been developed in line with the London Safeguarding Children Board and the London Child Protection Procedures.*

## 7. Procedure

### 7.1 Key Principles

This procedure is not designed to replace or be used as an alternative to the schools’ grievance procedure, which should be used where an employee is only aggrieved about his/her own situation. Employees who are worried about wrongdoing at work do not necessarily have a personal grievance. Employees must act in the public interest and must have reasonable grounds for believing the information to be accurate. No employee who uses this procedure in the public interest will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns. An employee who is not sure whether the conduct they’re concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact the Headteacher/ Chair of Trustees or Public Concern at Work ([www.pcaw.co.uk](http://www.pcaw.co.uk)) for advice.

### 7.2 Safeguards

The school is committed to good practice and high standards and wants to be supportive of employees. The school recognises that the decision to report a concern can be a difficult one to make. If you have a reasonable belief that what you are saying is true, you will have nothing to fear. The school will not tolerate any harassment or victimisation (including informal pressures) upon you as a result of making a disclosure in accordance with this policy and will take appropriate action to protect you when you raise a concern in the public interest. The school in the event of reprisals or victimisation against you because you have acted in accordance with this policy, will consider and may take disciplinary action against the employee responsible for such victimisation and/or reprisal.

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.



## 7.3 Confidentiality

We hope that all staff will feel able to voice whistleblowing concerns openly under this policy. All concerns will be treated in confidence and every effort to protect an employee's identity if confidentiality is requested. At the appropriate time, however, you may need to come forward as a witness.

## 7.4 Anonymous Allegations

This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously are much less powerful; if made, anonymously, the concern will be considered at the discretion of the school. In exercising this discretion, the factors to be considered would include:

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

## 7.5 Untrue Allegations

If you make an allegation in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation that is made frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

A whistle-blower is entitled to be accompanied by a relevant accredited union representative (if any) or a work colleague throughout the procedure when reporting your concerns.

## 7.6 How to raise a concern

As a first step, an employee should normally raise concerns with the Head Teacher/ Chair of Trustees.

Concerns should be made in writing wherever possible. The earlier an employee expresses their concern, the easier it is to act. They should include names of those committing wrongdoing, dates, places and as much evidence and context as possible. Staff raising a concern should also include details of any personal interest in the matter.

We recognise 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 the investigation.

## 7.7 Procedure for responding to a whistle-blowing concern

The person who received the concern will investigate (or delegate to an appropriate individual or third party if appropriate) your concern/s as follows:

- If appropriate, arrange an initial interview with the whistle-blower normally within two weeks of complaint to ascertain area/s of concern. *This interview will remain confidential if requested.*
- The notes taken during the interview will be sent to the whistle-blower to approve as an accurate record of what was discussed.
- The employee should be asked to date and sign their letter and/or the notes of any discussion. The senior leader should positively encourage the employee to do this as a concern expressed anonymously is much less powerful and more difficult to address

especially if the letter/notes become evidence in other proceedings. E.g. an internal disciplinary hearing.

- They will be asked whether they want their identity to be disclosed and will be reassured about protection from possible victimisation or possible reprisals. -They will be asked if they are prepared to make a verbal or written statement (if they have not already done so).
- A senior member of staff or an external person or body as appropriate, will then conduct further investigations. The investigation may be conducted by the auditors, for example in the case of financial irregularity or suspected fraud. They will aim to complete the investigation within seven working days although in serious or complicated cases, this may not be possible.
- The person against whom the disclosure is made will normally be told at an early stage, provided with supporting evidence and allowed to respond. However, it may be necessary to conduct the investigation in confidence (i.e. without informing the subject of your allegation/s) until (or if) it becomes necessary to do so. Alternatively, depending on the nature and seriousness of the complaint, the person(s) against whom the allegation(s) is made may be suspended while investigations are undertaken.

## 7.8 Mechanism for Raising Concerns against the Headteacher

- Where the issue concerns your Head Teacher or, having made the report, there is a belief that they have failed to take appropriate action, the employee(s) should bring it to the attention of the Chair of Trustees. Depending on the nature of the concern the complainant will be asked to justify and support their claim.
- In all cases, the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happened.

## 7.9 Escalating concerns beyond the trustees

- The trust encourages staff to raise their concerns internally, in line with section 7.6 of this policy, but recognises that staff may feel the need to report concerns to an external body. A list of prescribed bodies to whom staff can raise concerns with is included here.
- The Protect advice line, linked to in section 3 of this policy, can also help staff when deciding whether to raise the concern to an external party.

## 8. Outcome of the Investigation

- Once the investigation, whether this was just the initial investigation of the concern, or whether further investigation was needed is complete, the investigating person(s) will prepare a report detailing the findings and confirming whether any wrongdoing has occurred. The report will include any recommendations and details on how the matter can be rectified and whether a referral is required to an external organisation, such as the local authority or police.
- They will inform the person who raised the concern of the outcome of the investigation, though certain details may need to be restricted due to confidentiality.
- Beyond the immediate actions, the headteacher, trustees and other staff, if necessary, will review the relevant policies and procedures to prevent future occurrences of the same wrongdoing.

- Whilst we cannot always guarantee the outcome sought, we will try to deal with concerns fairly and in an appropriate way.

## 9. Financial Whistleblowing

- Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the schools' auditor for possible investigation. Normally you must first report any suspicion of such irregularities to the Headteacher.
- Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a colleague or trade union representative along to any discussions, so long as the third party is independent of the issue. The earlier and more open the expression of concern the easier it will be to take appropriate action.
- Where anonymity is requested, efforts will be made to meet the request where appropriate but that might not always be possible. Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

## Revision

|                                  |               |
|----------------------------------|---------------|
| Version Update                   | November 2025 |
| Review due                       | November 2026 |
| Reviewed By                      | Sandra Wright |
| Approved by Board of Trustees on | November 2025 |