



THE KEMNAL ACADEMIES TRUST  
HYLANDS SCHOOL

# Whistleblowing Policy

Effective from 3rd February 2014

# CONTENTS

SECTION	PAGE
No.	No.
1 Policy Statement .....	<u>2</u>
2 Scope .....	<u>2</u>
3 Aims of this Policy .....	<u>2 - 3</u>
4 Principles .....	<u>3 - 4</u>
5 Procedure .....	<u>4 - 5</u>
6 Stage 1 .....	<u>5</u>
7 Stage 2 .....	<u>5 - 6</u>
8 Stage 3 .....	<u>6</u>
9 Stage 4 .....	<u>6</u>
10 Training for Managers .....	<u>6</u>
11 Anonymous Allegations .....	<u>7</u>
12 Untrue Allegations .....	<u>7</u>
Appendix 1 Employee Whistleblowing Form .....	<u>8</u>
Appendix 2 Process Flowchart .....	<u>9</u>

## **1. Policy Statement**

- 1.1 It is important to The Kemnal Academies Trust (The Trust) that any fraud, misconduct or wrongdoing by employees or directors of the Trust is reported and properly dealt with. The Trust therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the Trust and the way in which business is conducted in the Trust. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.
- 1.2 This policy is intended to encourage and enable employees to raise serious concerns within Hylands School, irrespective of their seniority or status.
- 1.3 Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they might not have the confidence to express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Academy. They may also fear reprisals in the form of harassment or victimisation for doing so. In these circumstances, they may be tempted to ignore the concern rather than report malpractice or any suspicion of malpractice.
- 1.4 Hylands School prides itself on having an open and honest culture and is committed to the highest possible standards of probity and accountability. In line with that commitment employees with serious concerns about any aspects of the organisation's work are encouraged to come forward and voice those concerns, rather than ignoring a problem or reporting the matter externally. Absolute confidentiality will be maintained as far as is possible.
- 1.5 **This policy has been consulted on and agreed with the recognised trade unions.**

## **2 Scope**

This policy applies to all employees of The Kemnal Academies Trust, whether centrally employed or based in academies. The policy also applies to other individuals performing functions in relation to the Trust, such as agency workers, casuals and contractors.

## **3 Aims of this policy**

- 3.1 This policy aims to provide avenues for staff to raise concerns where he/she has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. It is the responsibility of the Trust to ensure that an investigation takes place.

3.2 Examples of concerns about malpractice may include possible fraud and corruption, financial irregularities, dangerous procedures risking the health and safety of pupils, workers or the public, abuse of pupils/students or colleagues, evasion of statutory responsibilities, damage to the environment or other unethical conduct. The overriding concern should be that it would be in the public interest for the malpractice to be corrected and, if appropriate, sanctions applied.

3.3 Where an employee is concerned that the nature of the disclosure is not covered in the list above, advice may be sought on the use of the appropriate policy from TKAT HR by email [hr@tkat.org](mailto:hr@tkat.org) or by telephone 02082698330 or from a trade union or professional association or the school's Business Manager.

3.4 An employee who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised, because he/she has made a disclosure.

3.5 The Trust encourages workers to raise their concerns under this procedure in the first instance. If an employee is not sure whether or not to raise a concern, he/she should discuss the issue with his/her line manager or TKAT HR at [hr@tkat.org](mailto:hr@tkat.org).

3.6 This policy is intended to cover concerns which fall outside the scope of the Grievance or other procedures

## **4 Principles**

4.1 Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Employees and others covered by this policy should be mindful of illegal or unethical conduct and report anything of that nature that they become aware of.

4.2 Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to the employee raising the issue.

4.3 No employee or others covered by this policy will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because he/she has raised a legitimate concern.

4.4 Employees who are considering raising a qualified disclosure or have submitted a qualified disclosure may seek support from TKAT HR Services, their professional association/trade union, DAS confidential support helpline on 0117 9342121 or the Public Concern at Work Charity at [www.pcaw.org.uk](http://www.pcaw.org.uk) or by phone 0207 4046609.

4.5 Victimisation of an employee for raising a qualified disclosure will be a disciplinary offence.

4.6 If misconduct is discovered as a result of any investigation under this procedure the Trust's disciplinary procedure will be used, in addition to any appropriate external measures.

4.7 Maliciously making a false allegation is a disciplinary offence.

4.8 An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, employees should not agree to remain silent. They should report the matter to the Headteacher and if the issue involves the Headteacher directly to TKAT HR.

4.9 This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her contract has been, or is likely to be, broken, he/she should use the Trust's grievance procedure.

## **5. Procedure**

5.1 The action taken by the Trust will be determined by the nature of the concern raised. The matter/s raised may be investigated by:

- The Headteacher/Chair of Governors/HR Director/HR Consultant as appropriate, either in conjunction with other Trust employees or alone
- An appropriately skilled and experienced individual in the Trust, knowledgeable in the area concerned
- An external auditor or Ombudsman
- An independent Investigator

5.2 Employees' concerns must be raised with the Headteacher of Hylands School or, if this is not appropriate, the Chair of the Local Governing Body. Concerns should be raised in writing. Employees will need to set out the background and history of the concern giving names, dates and places where possible, and the reason why you are particularly concerned about the situation.

5.3 If an employee does not feel able to put down concerns in writing, they should arrange to meet with the Headteacher or the Chair of Local Governing Body. At this stage they are not expected to prove the allegation but will need to demonstrate to the person contacted that there are sufficient grounds for your concern.

5.4 If an employee feels unable to put their concerns in writing or meet with the Headteacher/Chair or Governors, the employee should arrange to meet with the HR Director, TKAT by contacting [hr@tkat.org](mailto:hr@tkat.org).

5.5 In order to protect individuals and the Academy, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (for example, child protection or discrimination) will normally be referred for consideration under those procedures.

5.6 Some concerns may be resolved by agreed action without the need for an investigation.

- 5.7 The individual with whom you raised the matter will write to you within 10 working days of a concern being raised (unless the concerns are raised anonymously):
- a. Acknowledging the concern has been received
  - b. Indicating how it is proposed to deal with the matter
  - c. Giving an estimate of how long it will take to provide a final response
  - d. Telling you whether any initial enquiries have been made, and
  - e. Telling you whether further investigations will take place, and if not, the reason why.
- 5.8 The amount of contact between the individual(s) considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from you in a confidential and discreet manner.
- 5.9 When any meeting is arranged, you have the right, if you wish, to be accompanied by a trade union representative or workplace colleague. The meeting can be held in a neutral location if requested.
- 5.10 Hylands School will take steps to minimise any difficulties which you may experience as a result of raising a concern and provide any appropriate support. For instance, if you are required to give evidence in disciplinary or criminal proceedings, we will advise you about the procedure.
- 5.11 Hylands School accepts that you need to be assured that the matter has been properly addressed. Subject to any legal or confidentiality constraints, you will receive information about the outcomes of investigations. In addition you will be informed as to what action has been taken to correct working practices where they have been found to be at fault by the investigation.

## **6. Stage 1**

- 6.1 In the first instance, and unless the employee/worker reasonably believes his/her line manager to be involved in the wrongdoing, any concerns should be raised with their line manager.
- 6.2 If he/she believes the line manager to be involved, or for any reason does not wish to approach the line manager, then the employee/worker should proceed straight to stage 3.

## **7 Stage 2**

- 7.1 The line manager will arrange an investigation into the matter (either by investigating the matter him/herself or immediately passing the issue to someone in a more senior position).
- 7.2 The investigation may involve the employee/worker and other individuals involved giving a written statement.

- 7.3 Any investigation will be carried out in accordance with the principles set out above. The employee's/worker's statement will be taken into account, and he/she will be asked to comment on any additional evidence obtained.
- 7.4 The line manager (or the person who carried out the investigation) will then report to the CEO, who will take any necessary action, including reporting the matter to the Board who may then ask the CEO to report it to an appropriate government department or regulatory body.
- 7.5 If disciplinary action is required, the line manager (or the person who carried out the investigation) will report the matter to TKAT HR and start the disciplinary procedure.
- 7.6 On conclusion of any investigation, the employee/worker will be told the outcome of the investigation and what the CEO/Board has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

## **8 Stage 3**

- 8.1 If the employee/worker is concerned that his/her line manager is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the CEO, he/she should inform the HR Director, TKAT HR, who will arrange for another manager to review the investigation carried out, make any necessary enquiries and make his/her own report to the CEO as in stage 2 above.
- 8.2 If for any other reason the employee does not wish to approach his/her line manager he/she should also in the first instance contact the HR Director, TKAT HR. Any approach to the HR Director will be treated with the strictest confidence and the employee's identity will not be disclosed without his/her prior consent.

## **9 Stage 4**

- 9.1 If on conclusion of stages 1, 2 and 3 the employee reasonably believes that the appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

HM Revenue & Customs;  
The Financial Conduct Authority;  
The Office of Fair Trading;  
The Health and Safety Executive;  
The Environment Agency;  
The Director of Public Prosecutions; and  
The Serious Fraud Office.

## **10 Training for Managers**

10.1 Hylands School undertakes to provide its Head teacher and others in positions of responsibility who may have disclosure issues brought to their attention with the necessary training to enable them to handle any cases in a professional manner and with integrity and sensitivity. The training will include guidance on:

The Public Interest Disclosure Act 1998;

The need to resolve matters in line with the Act and this Policy;

The responsibility to ensure that concerns raised are taken seriously;

The proper investigation and objective assessment of the concerns;

The responsibility to ensure that the action necessary to resolve a concern is taken.

## **11 Anonymous Allegations**

11.1 This policy encourages you to put your name to your concerns. Concerns expressed anonymously are less capable of being followed up effectively, but they will all be considered.

11.2 In such circumstances Hylands School will take the following factors into account when establishing the scope and depth of the investigation:

The seriousness of the issues raised

The credibility of the concern, and

The likelihood of confirming the allegation from attributable sources and information.

## **12 Untrue Allegations**

12.1 If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you.

12.2 If, however, you make malicious or vexatious allegations, disciplinary action may be taken against you.

**Appendix 1**

**WHISTLEBLOWING FORM**

<b>NAME</b>			
<b>POSITION</b>			
<b>SCHOOL</b>			
<b>DOES THIS RELATE TO YOUR LINE MANAGER?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>WHAT CONCERN(S) DO YOU WISH TO RAISE (SUMMARY OF DISCLOSURE)?</b>			
<b>WHY ARE YOU CONCERNED ABOUT THE ISSUE(S)?</b>			
<b>INDIVIDUALS INVOLVED (INCLUDE ANY WITNESSES)?</b>			
<b>OUTCOME REQUESTED?</b>			
<b>HAVE YOU DISCUSSED THE ISSUE(S) WITH ANYONE ELSE</b>			
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>IF YES, PLEASE STATE THEIR NAME</b>			
<b>THEIR POSITION</b>			
<b>DATE DISCUSSED</b>			
<b>WHAT WAS THE OUTCOME OF THIS DISCUSSION?</b>			
<b>DECLARATION:</b>			
<p>I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in disciplinary action against me.</p>			
<b>SIGNED</b>			
<b>DATE</b>			

**Please continue on a separate sheet, if necessary**

**ON COMPLETION THIS FORM SHOULD BE SENT TO YOUR LINE MANAGER OR  
(IF THE LINE MANAGER IS INVOLVED IN THE WRONGDOING)  
TO THE TKAT HR DIRECTOR IN A SEALED ENVELOPE  
MARKED PRIVATE AND CONFIDENTIAL**

## Appendix 2

## PROCESS FLOWCHART

