

# Whistle Blowing Policy

## Cardinal Newman Catholic High School



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CARDINAL  
NEWMAN  
CATHOLIC HIGH SCHOOL

Approved by: R Finn

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Next review due by:

October 2024

# **CARDINAL NEWMAN CATHOLIC HIGH SCHOOL**

## **Whistleblowing Policy**

### **Introduction**

The school expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Headteacher any serious impropriety or breach of procedure.

This procedure is designed to enable employees to notify the Headteacher of any reasonable suspicion of illegal or improper conduct. Where the concerns are about safeguarding children or young people, the school's DSL (Designated Lead) should be notified.

It is a procedure in which the Headteacher 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 procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation.

Employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.

No employee who uses this procedure in good faith will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns. The school is committed to creating a climate of trust and openness so that a person who has a genuine concern can raise that matter with full confidence.

An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact their trade union or professional association representatives for advice.

Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the Chief Internal Auditor for possible investigation. Normally you must first report any suspicion of such an irregularity to the Headteacher, who will in turn report it to the governing body. In most cases this will be done through your line management structure.

## **Mechanisms for raising concerns**

Where the issue concerns your Headteacher or, having made your report, you believe he/she has failed to take appropriate action, then you should bring it to the attention of the Chair of Governors.

Depending on the nature of the concern the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.

Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

If concerns are not taken seriously or dealt with unprofessionally, then there will be recourse to the grievance policy of the school

## **What should be done if an issue is raised with a member of staff?**

If a member of staff (other than the Headteacher) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Headteacher.

## **Examples of illegal and/or improper conduct**

- Manipulation of records and finances
- fraudulent or improper use of the school's money or assets
- dangerous practices at work
- abuse of position
- corruptly receiving any gift or advantage
- serious breaches of school procedures which may advantage a particular party
- allowing private interests to override the interests of the school.

## **Safeguarding Children**

All employees have a duty to report concerns about the safety and welfare of pupils/students.

Concerns about any of the following should be reported to the school's Designated Safeguarding Lead (DSL):

- physical abuse of a pupil/student
- sexual abuse of a pupil/student
- emotional abuse of a pupil/student
- neglect of a pupil/student
- an intimate or improper relationship between an adult and a pupil/student

The reason for the concern may be the actions of a colleague (including a more senior colleague), a governor, another pupil/student or someone outside the school. Whatever the reason, concerns must be reported.

## **Conclusion**

Existing good practice within the school in terms of its systems of internal control both financial and non-financial and the external regulatory environment in which the school operates ensure that cases rarely occur. This policy is provided as a reference document to establish a framework within which issues can be raised confidentially. This policy is a public commitment that concerns are taken seriously.

Reviewed September 2011

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