



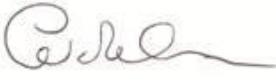
WHISTLEBLOWING POLICY

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3

School/Academy Name: St. Matthew's C of E Primary School

Date agreed by LGB	Review Date	Signed Chair of LGB
14/12/2016	Autumn 2019	

Contents

1. Purpose	3
2. Applicability.....	3
3. Roles and Responsibilities.....	3
4. Policy	3
5. Safeguards against harassment or victimisation	4
6. Confidentiality.....	4
7. Untrue allegations.....	4
8. How to raise a concern	4
9. How the Academy will respond	5
10. How the matter can be taken further.....	5
Process map	6
Initial Equality Impact Assessment	7
Policy Evaluation	8

1. Purpose

The purpose of this policy is to make clear that employees can and should voice concerns without fear of victimisation, subsequent discrimination or disadvantage. It is intended that this policy will encourage and enable employees to raise serious concerns within the academy and the Chester Diocesan Academies Trust (CDAT) rather than overlooking a problem or 'whistleblowing' outside the organisation.

2. Applicability

This policy applies to all employees within CDAT whether on a permanent or on a fixed term contract. It also applies to contractors working for the academy or CDAT on academy premises, for example agency workers, supply teachers and builders.

3. Roles and Responsibilities

CDAT along with the Local Governing Body and management of the academy has overall responsibility for ensuring that the Whistleblowing Policy is managed appropriately in accordance with this agreed procedure.

The Principal along with line managers are responsible for making employees aware of the existence of this policy. The Principal is responsible for maintaining a record of concerns raised and outcomes (but in a form which does not endanger confidentiality) and will report to the Local Governing Body and CDAT as necessary.

Employees are responsible for making themselves familiar with and complying with this policy.

4. Policy

Employees could be the first to realise that there may be something seriously wrong within an individual academy or CDAT. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the academy. They may also fear harassment or victimisation. In these circumstances the employee may feel it is easier to ignore the concern rather than report what may just be a suspicion of malpractice.

CDAT is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of CDAT's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

This policy aims to encourage employees to feel confident about raising serious concerns and to question and act upon concerns about practice and to provide avenues for employees to raise those concerns and receive feedback on any action taken. The policy also aims to reassure employees that they will be protected from possible reprisals or victimisation if they have a reasonable belief and have made any disclosure in good faith.

A Grievance Procedure exists to enable an employee to lodge a grievance relating to her/his own employment. The Whistleblowing Policy is intended to cover major concerns that fall outside the scope of other procedures. This includes:

- Conduct which is an offence or breach of the law
- Disclosures related to miscarriages of justice
- Serious health and safety risks, including risks to the public as well as other employees
- Serious damage to the environment
- The unauthorised use of public funds
- Sexual or physical abuse of pupils
- Unethical conduct
- Allegations of abuse against staff.

Any serious concerns that an employee may have about any aspect of conduct by employees of the academy or others acting on behalf of the academy may be reported under this policy. This policy does not replace the academy's complaints procedure.

5. Safeguards against harassment or victimisation

CDAT recognises that the decision to report a concern can be a difficult one to make. If what the employee is saying is true, or they have a reason to believe that it is true, the employee will have nothing to fear because they will be doing their duty to the academy and pupils of the academy.

CDAT will not tolerate any harassment or victimisation (including informal pressure) and will take appropriate action to protect employees when concerns are raised in good faith.

Any investigation into allegations of potential malpractice will not influence, or be influenced by, any disciplinary or redundancy procedures that already affect an employee.

6. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal the identity of an employee who raises allegations under this policy. At the appropriate time, however, the employee may need to come forward as a witness.

Employees are encouraged to put their name to allegations wherever possible. This is because concerns expressed anonymously are much more difficult to investigate. Therefore anonymous allegations will be considered at the discretion of the Principal in consultation with the Chair of the Local Governing Body.

7. Untrue allegations

If an employee makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against the employee. If however, the employee makes an allegation frivolously, maliciously or for personal gain, disciplinary action will be taken against the employee.

8. How to raise a concern

In most circumstances the employee should raise concerns with their immediate line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of malpractice. For example, if the employee believes that senior management is involved, the employee should approach the Principal, Chair of the Local Governing Body, the CEO or Deputy CEO of CDAT by handing in an envelope at the school office, addressed to the Chair or CDAT at 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE.

Concerns may be raised verbally or in writing. It is helpful for the following information to be provided: the background and history of the concern (giving relevant names and dates) and the reason why the employee is particularly concerned about the situation.

The earlier the employee expresses the concerns, the easier it will be to take action.

Although the employee is not expected to prove beyond reasonable doubt the truth of an allegation, the employee should demonstrate to the person contacted that there are reasonable grounds for the concern.

The employee may wish to consider discussing the concern with a colleague or trade union representative first and may find it easier to raise the matter if there are other colleagues who have the same experience or concerns.

9. How the Academy will respond

The academy may need to test out the concerns. Where appropriate the concerns may be investigated by management, this could be through the disciplinary process where relevant; or form the subject of an independent inquiry.

In order to protect individuals and those accused of malpractice, initial enquiries will be made to decide whether an investigation is appropriate, and if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation.

Within 10 working days of a concern being raised the Principal, Chair of the LGB, CEO or DCEO of CDAT will write to the employee:

- Acknowledging that a concern has been raised
- Indicating how it is proposed to deal with the matter
- Giving an estimate of how long it will take to provide a final response
- Telling the employee whether any initial enquiries have been made
- Telling the employee whether further investigations will take place and if not, why not.

The amount of contact between the individual considering the issue and the employee who raised the issue will depend on the nature of the matters raised; the potential difficulties involved and the clarity of information provided. If necessary the academy will seek further information from the employee.

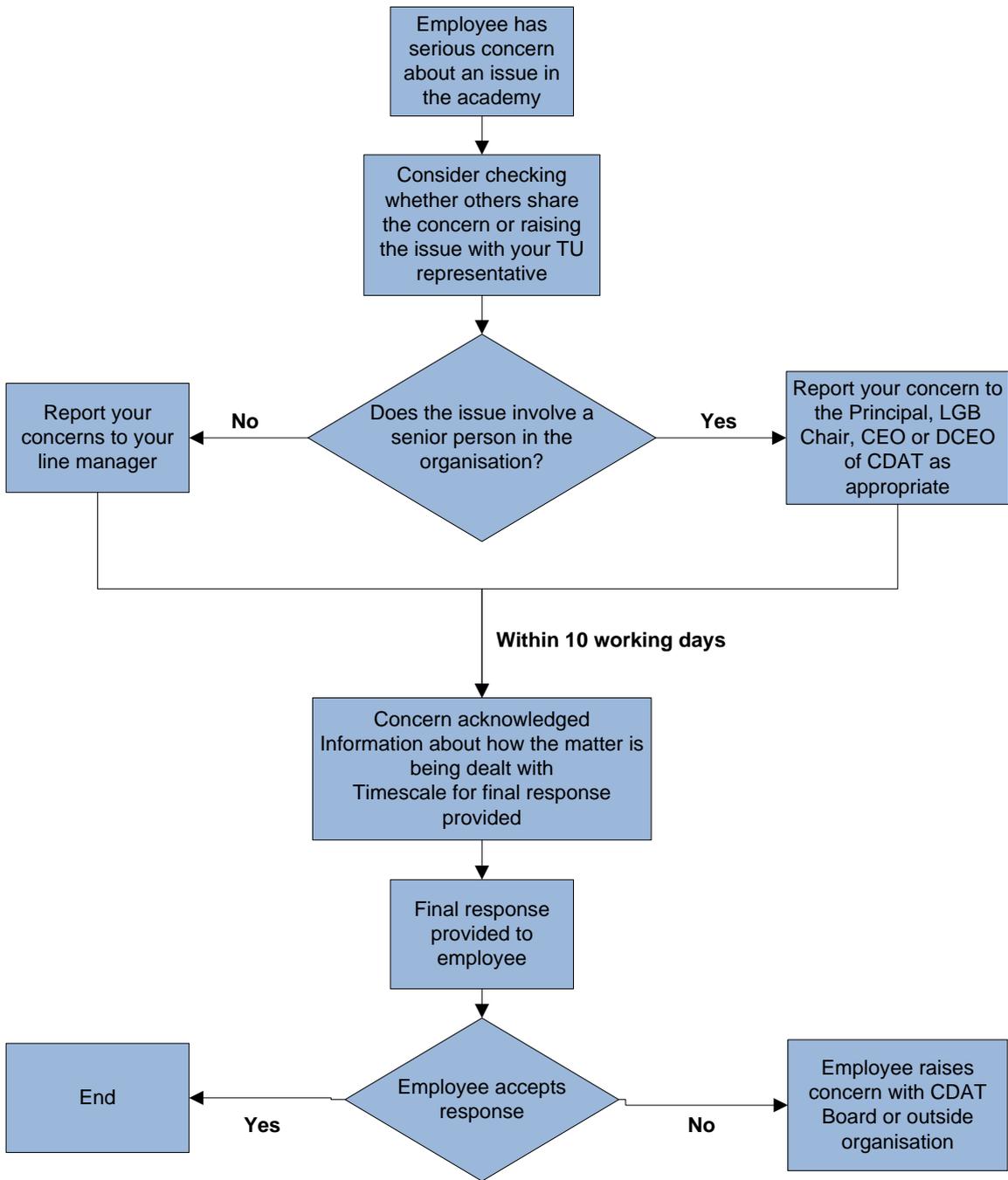
The academy accepts that the employee will need to be assured that the matter has been properly addressed and therefore the academy will inform the employee of the steps that have been taken to resolve the matter as appropriate. Where the employee has raised concerns in writing, then the academy should confirm their course of action in writing also.

10. How the matter can be taken further

The aim of this policy is that employees should be able to raise concerns internally and it is hoped that the employee will be satisfied with any action taken. If this is not the case then they may raise their concerns to CDAT's Board of Directors. If the employee wishes to take the matter outside of the organisation then the following are possible contact points:

- Public Concern at Work
- Audit Commission
- A relevant Trade Union
- Citizens Advice Bureau
- Relevant Professional Bodies
- Regulatory Organisations
- Local Police

If the employee chooses to take the matter outside of the academy and CDAT then the employee should ensure that they do not disclose confidential information. An employee should not take concerns directly to the media.



Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the academy community (✓)	Pupils	School/academy Personnel	Parents/carers	Governors	School/academy Volunteers	School/academy Visitors	Wider School/academy Community

Question	Equality Groups																		Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓		Yes	No
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			Yes	No

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Principal, coordinator and nominated governor work closely				
Policy endorsed by LGB				
• Policy regularly discussed at meetings of the LGB				
• Academy personnel aware of this policy				
• Academy personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to in the Academy Handbook				
• Policy available from the academy office				
• Policy available from the academy website				
• School/academy Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
Policy approved by CDAT				
• Nominated Director in place				
• Annual report of the effectiveness of policy and provision received from LGB;				
A statement outlining the overall effectiveness of this policy				