



## Danegrove Primary School

### Whistleblowing Policy

<b>Review Date:</b>	<b>12<sup>th</sup> June 2024</b>
<b>Approved by:</b>	<b>Governing Board</b>
<b>Next review date:</b>	<b>12<sup>th</sup> June 2027</b>
<b>Person/s responsible:</b>	<b>Miss. L. Oliver, Head teacher Mrs. R Uta – Business Manager</b>

**Policy Note:**

Danegrove Primary School have adopted the model policy provided by Barnet Local Authority.

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# Danegrove Primary School Whistleblowing Policy

## 1. Introduction

Danegrove Primary School is committed to maintaining high standards of honesty, openness, and accountability. In line with this commitment, we encourage staff members who have genuine concerns about any aspect of the school's work to come forward and voice those concerns without fear of reprisal.

## 2. Purpose

The purpose of this policy is to provide a framework for staff members to report concerns about malpractice, illegal acts, or failures to comply with the school's policies, procedures, and legal obligations. This policy aims to ensure that concerns are raised and dealt with properly.

## 3. Scope

This policy applies to all employees, including permanent, temporary, and part-time staff, volunteers, and contractors.

## 4. Definitions

**Whistleblowing:** The act of reporting concerns about malpractice, wrongdoing, or dangers at work.

**Malpractice:** Includes but is not limited to criminal offenses, health and safety risks, environmental damage, financial malpractice, or concealment of any of the above.

## 5. Principles

**Confidentiality:** All concerns raised will be treated in confidence and every effort will be made not to reveal the identity of the whistleblower if so desired. However, in some cases, it may not be possible to maintain confidentiality, and the whistleblower will be informed if their identity needs to be disclosed.

**Protection:** Whistleblowers will not suffer any detrimental treatment as a result of raising a concern. Any victimisation or harassment of a whistleblower will be treated as a serious disciplinary offense.

**Anonymity:** While concerns can be raised anonymously, it may be difficult to investigate them thoroughly. Whistleblowers are encouraged to provide their identity to facilitate the investigation process.

## 6. Raising a Concern

Concerns should be raised promptly. The earlier a concern is expressed, the easier it is to take action.

Concerns should be raised with:

- **Member of SLT:** In most cases, concerns should be raised to SLT

- **Head teacher:** If the concern involves the line manager, SLT or is of a more serious nature, it should be directed to the Head teacher.
- **Chair of Governors:** If the concern involves the Head teacher or if the whistleblower feels uncomfortable raising it with the Head teacher, it should be directed to the Chair of Governors.

## 7. Procedure for Raising a Concern

**Step 1:** The whistleblower should put their concerns in writing, providing as much detail as possible, including any supporting evidence.

**Step 2:** Submit the written concern to the appropriate individual as outlined in Section 6.

**Step 3:** The recipient of the concern will acknowledge receipt within five working days and initiate an investigation.

## 8. Investigation Process

**Preliminary Assessment:** A preliminary assessment will be conducted to determine whether a full investigation is warranted.

**Full Investigation:** If a full investigation is deemed necessary, it will be conducted promptly, thoroughly, and impartially. The scope of the investigation will depend on the nature of the concern raised.

**Outcome:** The whistleblower will be informed of the outcome of the investigation. Details of any disciplinary action or other measures taken will not be disclosed to the whistleblower for confidentiality reasons.

## 9. False Allegations

While all concerns raised will be treated seriously, it is important to note that malicious or knowingly false allegations will be treated as a serious disciplinary offense.

## 10. External Disclosures

In certain circumstances, it may be appropriate to report concerns to external bodies such as regulatory authorities or law enforcement agencies. Whistleblowers are encouraged to seek advice before making any external disclosures.

## 11. Contact Information

Head teacher: Lorita Oliver

Chair of Governors: Emily Armer

## 12. Conclusion

Danegrove Primary School is committed to ensuring that concerns about malpractice, wrongdoing, or dangers at work are taken seriously and dealt with effectively. By encouraging a culture of openness and accountability, we aim to provide a safe and supportive environment for all staff members.

**This policy was created with reference to existing whistleblowing policies within the London Borough of Barnet Primary Schools, ensuring alignment with local guidelines and best practices.**

This policy was reviewed in June 2024.

It will be reviewed in June 2027.