



Whistleblowing

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening

It is vital that all team members talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following you **MUST** use the school's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. National Minimum Standards, National Care Standards)
- That a miscarriage of justice that has occurred, is occurring or is likely to occur
- That the health or safety of any individual has been, is being or is likely to be, endangered
- That the environment, has been, is being or is likely to be, endangered
- That information tending to show any of the above, is being, or likely to be, deliberately concealed.

Disclosure procedure

- If this information relates to child protection/safeguarding then the school's *child protection/*safeguarding children policy should be followed, with particular reference to the staff and volunteering section
- Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a

disclosure to your manager (i.e. because it relates to your manager) you should speak to the Head of Executive Committee.

- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the *school's headteacher or the head of the executive committee.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal
- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal
- We give all of our staff the telephone numbers of the Local Authority Designated Officer (DO), the local authority children's social care team and the Local Safeguarding Children Board (LSCB), so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

Signed on behalf of the provider: *R. Abdelgadir*

Name of signatory: Rania Abdelgadir

Reviewed on: 21/09/2024

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