

Whistleblowing Policy



Capenhurst C.E. (Controlled) Primary School

Headteacher: Claire Green

Updated: September 2019

Review: Annually

Approved by governors: Autumn 2019

Introduction

The staff and governors of Capenhurst CE Primary School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. In the event that members of school staff, parents, governors or the school community at large become aware of activities which give cause for concern. Capenhurst CE Primary School has established the following whistleblowing policy, or code of practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Throughout this policy, the term *whistleblower* denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the *Second Report of the Committee on Standards in Public Life: Local Spending Bodies* published in May 1996.

Capenhurst CE Primary School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. Capenhurst CE Primary School recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the school environment but also has recourse to an external party outside the management structure of the school.

Capenhurst CE Primary School is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance which would be dealt with under the Capenhurst CE Primary School complaint procedures.

When might the whistleblowing policy apply?

The type of activity or behaviour which Capenhurst CE Primary School considers should be dealt with under this policy includes:

- manipulation of accounting records and finances
- inappropriate use of school assets or funds
- decision-making for personal gain
- any criminal activity
- abuse of position
- fraud and deceit
- serious breaches of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)
- incidents of unprofessional conduct by another member of staff

What action should the *whistleblower* take?

Capenhurst CE Primary School encourages the *whistleblower* to raise the matter internally in the first instance to allow those school staff and governors in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

Capenhurst CE Primary School has designated a number of individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

Name & Position	Contact details
Claire Green, Headteacher	0151 338 2181 head@capenhurstcep.cheshire.sch.uk
Clare Auld, Responsible Officer	0151 338 2181 admin@capenhurstcep.cheshire.sch.uk
Lezley Grimshaw, Chair of Governors	0151 338 2181 chair@capenhurstcep.cheshire.sch.uk
Other e.g.: confidential post-box	In a sealed envelope addressed posted to Capenhurst CE Primary School Capenhurst Lane Capenhurst CH1 6HE

The *whistleblower* may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Alternatively if the *whistleblower* considers the matter too serious or sensitive to raise within the internal environment of the school, the matter should be directed in the first instance to the Council's Head of Audit.

The Council has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the *whistleblower*. The Council will ensure relevant officers of the Department for Education and Employment are informed as appropriate.

In addition information and advice can be obtained from the charity Public Concern at Work. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Public Concern at Work, Suite 306, 16 Baldwins Gardens, London EC1N 7RJ

 020 7404 6609

How will the matter be progressed?

The individual(s) in receipt of the information or allegation (the investigating officer(s)) will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, the police, the Department for Education and Employment, the Council.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.

The *whistleblower* will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to the governing body and the Council.

If the *whistleblower* is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the investigating officer(s), the governing body and/or directed to the Council.

Respecting confidentiality

Wherever possible Capenhurst CE Primary School seeks to respect the confidentiality and anonymity of the *whistleblower* and will as far as possible protect him/her from reprisals. Capenhurst CE Primary School will not tolerate any attempt to victimise the *whistleblower* or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

Raising unfounded malicious concerns

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

Conclusion

Existing good practice within Capenhurst CE Primary 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 of suspected fraud or impropriety rarely occur. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and will be actioned.

Whistleblowing Procedure at Capenhurst CE Primary School

Checklist/Guidance for staff

As staff, you will often be the first to see or suspect misconduct, which may be innocent or which may turn out to be a fraud on our school, a public danger, or some other serious malpractice. Make sure you keep your eyes open and play your part in ensuring this doesn't happen.

The very clear message is that those who are tempted won't get away with it. As a school, we are serious about tackling all forms of serious malpractice and abuse.

The type of activity or behaviour which Capenhurst CE Primary School considers should be dealt with under this policy includes:

- manipulation of accounting records and finances
- inappropriate use of school assets or funds
- decision-making for personal gain
- any criminal activity
- abuse of position
- fraud and deceit
- serious breaches of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)
- incidents of unprofessional conduct by another member of staff

The acceptance of end of year gifts is not considered inappropriate. If you are in doubt the check before accepting gifts or hospitality.

If you suspect that any of these have happened then contact the appropriate person as designated in the policy on page 3.

Your concerns will be taken seriously, share all your concerns however minor or insignificant you feel they may be. If school are unaware of the situation then they can take no action.

School will support you and protect you from reprisals. Everything will be done to respect your confidentiality and disclosure. It is recognised by all responsible members as detailed in the policy that it is not easy to make a disclosure of this kind.

Remember there are two sides to every story so an investigation will take place to ascertain what has happened. The outcome of the investigation will be reported back to you and, where possible, any action that is proposed.

Be clear that victimising employees or deterring them from raising a concern about malpractice is a disciplinary offence; as is abusing this process by raising unfounded allegations maliciously.

Name & Position	Contact details
Claire Green, Headteacher	0151 338 2181 head@capenhurstcep.cheshire.sch.uk
Clare Auld, Responsible Officer	0151 338 2181 admin@capenhurstcep.cheshire.sch.uk
Lezley Grimshaw, Chair of Governors	0151 338 2181 chair@capenhurstcep.cheshire.sch.uk
Other e.g.: confidential post-box	In a sealed envelope addressed posted to Capenhurst CE Primary School Capenhurst Lane Capenhurst CH1 6HE