



# St Jude's Church of England Primary School Whistle Blowing Policy

*Our children  
Our St Jude's Family  
Happy – Inspired – Loved  
The sky is not the limit  
Ready for today - prepared for tomorrow*

## 1 Introduction

- 1.1 The Code is intended to help employees in or working with or assisting Schools in Lambeth who have major concerns over any wrong-doing within such Schools relating to unlawful conduct, financial malpractice or dangers to the public or the environment. Specific examples could include:-
- A criminal offence (e.g. fraud, corruption or theft) has been/is likely to be committed;
  - A miscarriage of justice has been/is likely to occur;
  - The health or safety of any individual has been/is likely to be endangered;
  - The environment has been/is likely to be damaged;
  - Public funds are being used in an unauthorised manner;
  - The School's Governance arrangements have or are not being observed or are being breached by students, staff employed in or those working with or assisting Lambeth Schools;
  - Sexual or physical abuse of any employee or service recipient is taking place(subject to the Child Protection Procedure in the case of children);
  - Discrimination is occurring to any member of staff or service recipient on grounds of sex, race or disability;
  - Any other form of improper action or conduct is taking place;
  - Information relating to any of the above is being deliberately concealed or attempts are being made to conceal the same.
- 1.2 The School's Governing Body, based on advice received from the Council's Chief Internal Auditor, has issued this Code so as to enable you to raise your concerns about such malpractice(s) at an early stage and in the right way. The School's Governing Body would rather that you raised the matter when it is just a concern rather than wait for something to happen.
- 1.3 If something is troubling you, which you think we should know about or look into, please use this policy. If, however, you are aggrieved about your personal position, please use any appropriate Staff Grievance Policy – which you can get from your Headteacher. This Whistle Blowing Code is primarily for concerns where the interests of others or of the organisation itself are at risk.

## 1.4 If in doubt – raise it!

## 2 Aims of the Schools Whistle Blowing Code

- 2.1 The Code aims to:
- Encourage employees in or working with or assisting Lambeth Schools to feel confident in raising serious concerns and to question and act upon their concerns;
  - Provide ways for employees in or working with or assisting Lambeth Schools to raise those concerns and get feedback on any action taken as a result;
  - Ensure that employees in or working with or assisting Lambeth Schools get a response to their concerns;
  - Ensure that employees in or working with or assisting Lambeth Schools are aware how to pursue their concerns and the appropriate steps to take if they are not satisfied with any action;
  - Reassure employees in or working with or assisting Lambeth Schools that if they raise any concerns in good faith and reasonably believe them to be true, they will be protected from possible reprisals or victimisation.

2.2 It is not intended to be used where other more appropriate procedures are available, for example:

- Grievances – (see Grievance Procedure);
- Harassment – (see Anti-Harassment Policy and Procedure);
- Complaints of misconduct against Governors (for further information, please contact Lambeth Council’s School Finance Team);
- Complaints of misconduct against Councillors (For further information, please contact Lambeth Council’s Chief Internal Auditor);
- Child protection (see Child Protection procedures)

### **3 Who is covered by the Schools Whistle Blowing Code?**

3.1 All employees in or working with or assisting Lambeth Schools may use this Code. This includes permanent and temporary employees, and employees seconded to a third party. Any concerns relating to the third party, if relevant to the employees secondment, can also be raised under this Code.

3.2 This Schools Whistle Blowing Code will be operative from 1st September 2014 and will be kept under review, on an annual basis, by the Headteacher and the School’s Governing Body.

### **4 What assurance do you get?**

4.1 If you do raise a genuine concern under this Code, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course, this assurance is not extended to someone who maliciously raises a matter that s/he knows to be untrue.

4.2 The Governing Body and the Council will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may nonetheless want to raise a concern in confidence under this Code. If you ask us to protect your identify by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

### **5 What is the Legal Background?**

5.1 The Public Interest Disclosure Act 1998 (hereinafter referred to as ‘the Act’) protects employees against detrimental treatment or dismissal as a result of any disclosure of normally confidential information in the interests of the public. The Act only covers protected disclosures under six categories, namely; crime, illegality, miscarriage of justice, damage to health and safety, damage to the environment, and ‘cover-ups’ about these issues. To obtain protection, employees must first disclose the information to the employer.

5.2 Therefore this Code has been adopted to provide an avenue within the School to raise concerns. If an employee takes the matter outside the school, s/he should ensure that no disclosure of confidential information takes place and should take advice, if unsure, as the Public Interest Disclosure Act does not provide blanket protection and could leave employees in or working with or assisting Lambeth Schools vulnerable to disciplinary or other action, if they disclose confidential information in circumstances not covered by the Act.

5.3 If you are unsure whether to use this Schools Whistle Blowing Code or you want independent advice at any stage, you are advised to contact:

- If applicable, your relevant trade union or;
- The independent charity Public concern at Work on 020 7404 6609. Their lawyers can give you real confidential advice at any stage about how to raise a concern about serious malpractice at work.

## **6 How should a concern be raised?**

6.1 As soon as you become reasonably concerned you should firstly raise the issue with your Headteacher and/or Chair of Governors. If you do not feel that the school will deal with your concern, you should write to the Executive Director of Children & Young Peoples' Services (CYPS) and the Council's Chief Internal Auditor.

6.2 Concerns may be raised orally or in writing. Employees who wish to make a written report should let us know:

- The background and history of the concern (giving relevant dates);
- The reason why they are particularly concerned about the situation.

## **7 How will the School and/or the Council respond?**

7.1 Where you have informed the School of your concern, the Headteacher and/or Chair of Governors will also ensure that in the most serious of concerns, the Executive Director CYPS and the Chief Internal Auditor receives adequate details of the employees using this code for the purpose of corporate recording and monitoring purposes.

7.2 Where you have informed the Council of your concern, the Executive Director CYPS will ensure that adequate details are formally recorded for monitoring purposes.

7.3 Once you have informed the School or the Council of your concern, the appropriate officer will look into it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. You will be told who may be handling the matter, how you can contact him/her whether your further assistance may be needed. If you request it, the School or the Council will write to you summarising your concern(s) and setting out how it will be handled.

7.4 While the purpose of this Code is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. Please note, however, that we may not be able to tell you the precise action we take where this would infringe a duty of confidence owed by us to someone else.

7.5 Concerns or allegations which fall within the scope of specific procedures (for example child protection) will normally be referred for consideration under that relevant procedure. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

7.6 Where appropriate, the matters raised may:

- Be investigated by management, internal audit, the Executive Director CYPS, the Chief Internal Auditor or through the disciplinary process;
- Be referred to the police;
- Be referred to the external auditor;
- Form the subject of an independent inquiry.

7.6 Usually, within two weeks of a concern being raised, the person looking into the concern will write to the person raising the concern:

- Acknowledging that the concern has been received;
- Indicating how the School propose to deal with the matter;
- Giving an estimate of how long it will take to provide a full response;
- Saying whether any initial enquiries have been made;
- Supplying information on support available to you and;

- Saying whether further investigations will take place and if not, why not.

7.7 Subject to any legal constraints, the relevant employee will normally be informed of the final outcome of any investigation.

## **8 What safeguards are there for the person raising the concern?**

8.1 The Governing Body will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect employees who raise a concern in good faith.

8.2 Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures already taking place concerning the employee.

8.2 No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the allegation is not subsequently confirmed by the investigation.

8.4 Every effort will be made to ensure confidentiality as far as this is reasonably practical.

8.5 Help will be provided to you in order to minimise any difficulties, which you may experience. This may include advice on giving evidence if needed. Meetings may, if necessary be arranged off-site with you and for you being represented, if you so wish.

## **9 How can a concern be taken further?**

9.1 If you are unsure whether to use this Schools Whistle Blowing Code or you want independent advice at any stage, you may contact:

- If applicable, your relevant trade union or;
- The independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.

9.2 Employees in or working with or assisting Lambeth Schools who are not satisfied with the action taken by the Governing Body and feels it right to question the matter further, may consider the following possible contact points:

- Lambeth Council's Executive Director CYPS and/or Chief Internal Auditor;
- Lambeth Council's Internal Audit and/or the District Auditor;
- The employee's Trade Union;
- The Citizens Advice Bureau and/or law centre/firm;
- Relevant professional bodies or regulatory organisations;
- The Local Government Ombudsman;
- The Information Commissioner;
- A relevant voluntary organisation;
- The Police and/or Health and Safety Executive

## **10 Recording & Monitoring**

10.1 The Governing Body will ensure it has sufficient internal arrangements to address the requirements of the Code, including appropriate support for the Headteacher in implementing the Code. The Governing body will also ensure that it reviews all cases, are satisfied that it has been appropriately addressed and formally record the outcomes.

10.2 The Executive Director CYPS shall ensure that CYPS Officers are sufficiently trained to support schools in implementing this Code and that relevant training is available to the Headteacher and Governing Body.

10.3 The Executive Director CYPs will maintain a Schools Whistle Blowing Register containing all concerns that are brought to his/her attention. The Governing Body will maintain a Schools Whistle Blowing Register containing all concerns that are brought to its attention. These Registers must be available for inspection.

# NSPCC

**Things aren't being done properly, so I know we're putting the children we work with in danger. I've raised my concerns, but I kind of got... brushed off. I don't want to press it, but it feels wrong to leave it. What should I do?**



**A chat with your partner over a cup of tea won't change anything. A chat with us can change a child's life.**

**Call the NSPCC Whistleblowing Advice Line today**

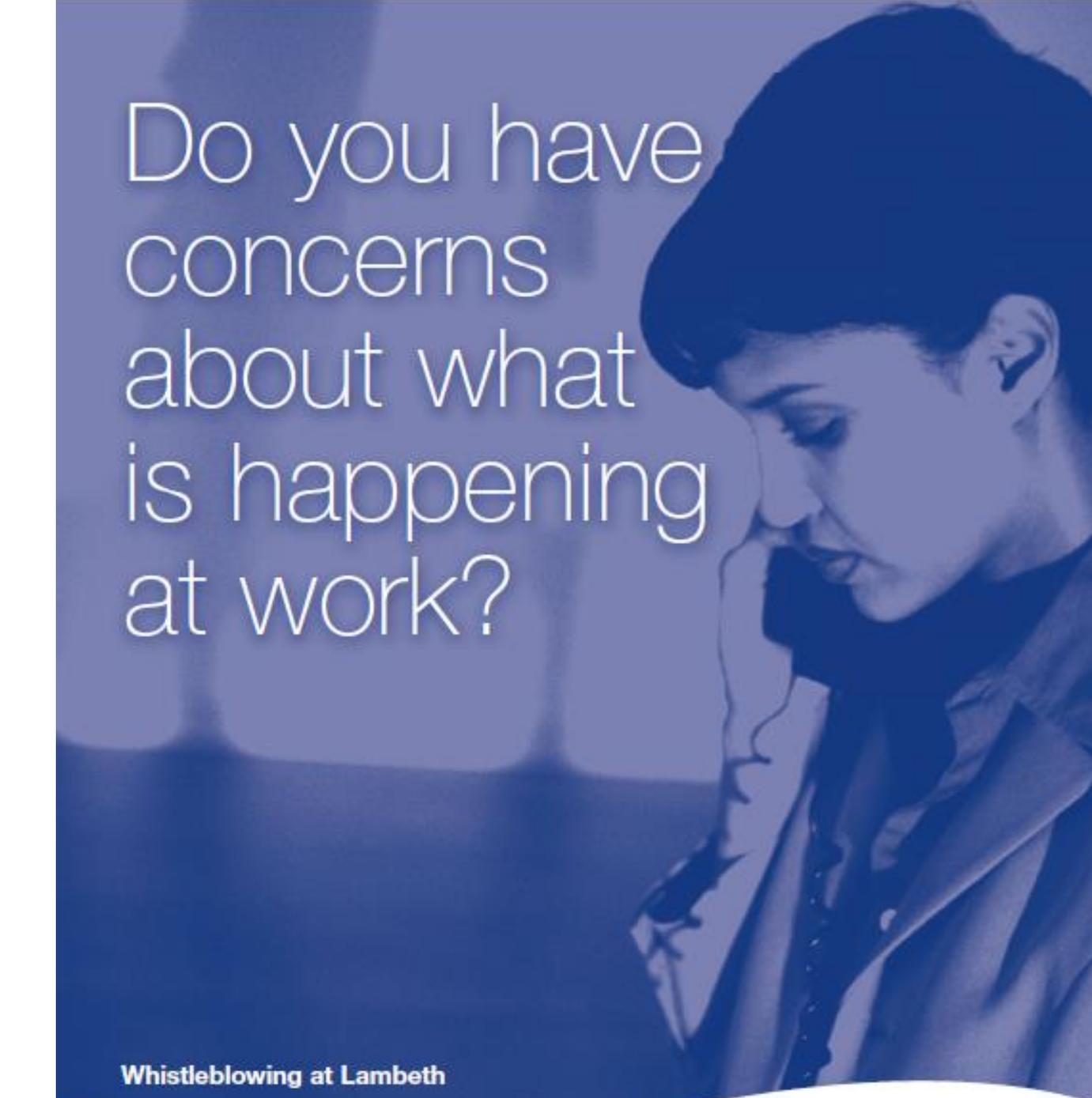
**0800 028 0285**

**Free & Anonymous**

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**EVERY CHILDHOOD IS WORTH FIGHTING FOR**

[www.nspcc.org.uk/whistleblowing](http://www.nspcc.org.uk/whistleblowing)



Do you have  
concerns  
about what  
is happening  
at work?

**Whistleblowing at Lambeth**



Are you concerned about something that is happening at work? Do these concerns relate to unlawful conduct, financial malpractice, dangers to the public, dangers to the environment, or avoidable losses? If so, please come forward and voice your concerns.

The London Borough of Lambeth is committed to tackling fraud, abuse and other forms of malpractice. The council has therefore introduced this procedure to enable employees to raise their concerns about such malpractice at an early stage and in the appropriate way. The Whistleblowing Policy gives you the opportunity to have your concerns heard and investigated in confidence and without fear of reprisal.

The Public Interest Disclosure Act 1998, the provisions of which are now incorporated into the Employment Rights Act 1996, confers a right on employees not to be victimised or suffer detriment as a result of a disclosure in good faith of particular types of information, e.g. relating to criminal or illegal activity, to a defined person such as the employer or the Audit Commission. In order to be protected the information needs to be disclosed in accordance with the Act.

#### **How can I raise my concern?**

The earlier you express your concern, the easier it is to take action. As a first step, you should raise any concern you have with your immediate manager or their superior, orally or in writing. If you do not feel comfortable with this you should contact one of the following, depending on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice or wrongdoing:

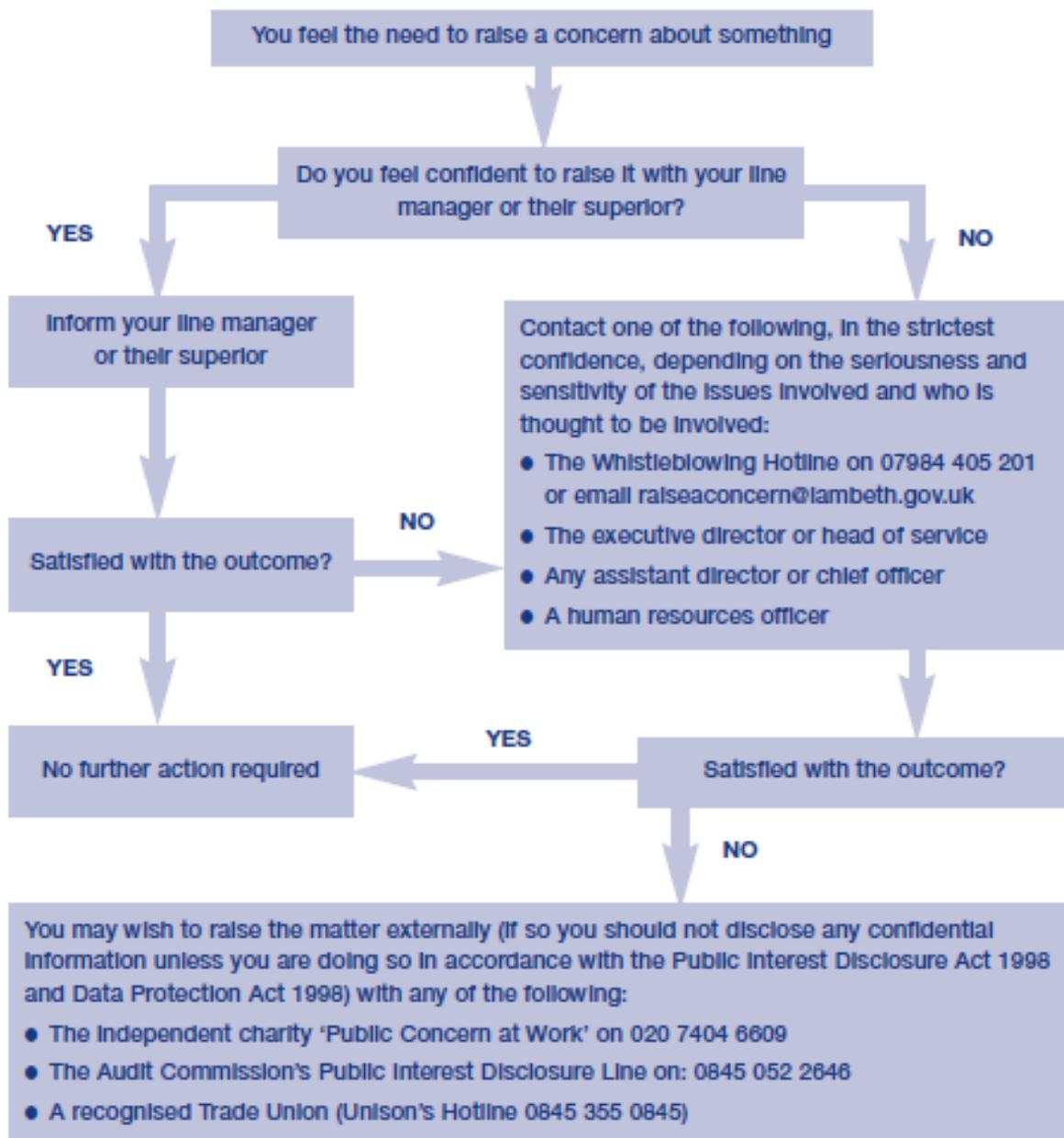
- any divisional director or chief officer;
- a human resources officer;
- the executive director or head of service; or
- the corporate complaints unit.

The Corporate Complaints Unit (CCU) is the main point of contact for staff wishing to report an incident using the whistleblowing procedure. The CCU will ensure that the matter is investigated.

You can call the hotline on 07984 405 201, between 8am and 7pm or e-mail [raiseaconcern@lambeth.gov.uk](mailto:raiseaconcern@lambeth.gov.uk). All calls are treated in the strictest confidence.



## Raising a concern decision tree





### **How will the council respond?**

The council's response will depend on the nature of the concern that has been raised. In all instances the council will:

- record and acknowledge your concern and refer the matter for investigation within three days of receiving the report;
- respect your confidentiality – your identity will not be disclosed to anyone without your consent;
- assess your concerns to determine further action;
- let you know what enquiries have been made;
- tell you whether further investigations will be made and if not, why; and
- inform you of the final outcome of the inquiry.

Depending on the nature of the issue raised, the council may:

- request more information or evidence from you;
- investigate through the Internal Audit and Anti-Fraud Team;
- undertake disciplinary action;
- launch an independent enquiry; or,
- refer the matter to the police.

### **If you do not feel you can raise this with the Council there are other external bodies which can help**

In the first instance, we encourage all employees to raise their concern within the council. However, if you do not feel this is appropriate please call one of the numbers below:

- the independent charity, Public Concern at Work [www.pcaw.org](http://www.pcaw.org)  
020 7404 6609
- the Audit Commission's Public Interest Disclosure Line: 0845 052 2646 for all matters relating to fraud, corruption or misuse of public money
- Unison; 0845 355 0845 – for matters relating to harassment, bullying or any other employment issue

If taking a concern outside the council, employees should not disclose any confidential information unless they are doing so in accordance with the Public Interest Disclosure Act 1998 and the Data Protection Act 1998.

### **Whistleblowing Policy**

A copy of the full policy can be downloaded from [intranet.lambeth.gov.uk/whistleblowing](http://intranet.lambeth.gov.uk/whistleblowing)