



# WARLINGHAM PARK SCHOOL

## Warlingham Park School Whistleblowing Policy

This policy applies to the whole school, including the EYFS

September 2021

### 1 Introduction

Whistle blowing is the mechanism by which adults voice their concerns, made in good faith, without fear of repercussion. It applies when the complainant has no vested interest but rather is an observer. It is not the same as making a complaint.

### 2 Statement of Intent

Warlingham Park is committed to open and honest communication between all members of the community. To that end we nurture a culture in which employees, parents and volunteers feel safe to raise, without fear of reprisal, a concern they may have about misconduct or malpractice.

The well-being and safety of the children is our prime concern; it must take priority over any loyalty towards work colleagues.

All concerns raised in accordance with this Policy will be promptly investigated and appropriate action will be taken.

### 3 Aims

- To assist staff to acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies, particularly where the welfare of children may be at risk;
- To enable and encourage individuals to raise genuine and legitimate concerns;
- To support staff to take an active role in the elimination of poor or insufficient practices, malpractice or wrongdoing;
- To ensure any concerns raised are investigated appropriately and confidentially;
- To ensure protection to those making the complaint against any form of retaliation or victimisation.

This policy covers concerns that fall outside the scope of our Complaints Policy or any grievance/disciplinary procedures.

## 4 Procedures

Having observed something that gives cause for serious concern (this may be to do with child safeguarding or welfare, health and safety, code of conduct, financial malpractice, illegality etc.), the following action should be taken:

**NB** If your concern is about an immediate or current risk to a child or any safeguarding matter, please refer to the procedure laid out in our Child Protection & Safeguarding Policy.

- Report your concern to the Headteacher. If your concern is about the Headteacher, report to the Chair of Governors.
- If you are worried about how to raise a concern, you should seek independent advice through for example your union, professional body or call the Public Concern at Work advice line on 020 7404 6609.
- Record what you witnessed in writing including where possible any background, names, other witnesses, dates, times and places as well as the nature of your concern. If for any reason you do not wish to put your concern in writing, the person to whom you report will make a written record and ask you to sign to confirm its accuracy. Keep a copy of the written record.
- **Do not:**
  - investigate the matter yourself
  - tell those you suspect to be involved
  - accuse or approach individuals
  - tell anyone other than the Headteacher
- You will receive a written acknowledgement of your concern within one week of its receipt.
- The Headteacher will investigate your concern. You will be informed of what action is being taken within two weeks of the original report. You will be kept informed of the progress of the investigation and of its outcome.
- If you are not satisfied with the outcome you can take your concern to Ofsted. They can be contacted:
  - through a dedicated whistleblowing hotline – 0300 123 3155 (Monday to Friday, 8.00am to 6.00pm)
  - by email to the whistleblowing team – [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
  - by post – WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

## 5 Confidentiality

If a concern is raised anonymously it is very difficult to investigate. The Headteacher will respect and protect a person's identity when a concern is raised. However in certain circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written evidence in support of the complaint. If a person's identity is to be disclosed, they will be informed before the disclosure and given reasons why this was necessary.

## 6 Monitoring and review

It is the responsibility of the Headteacher and Deputy Head to monitor and evaluate the effectiveness of this policy.

This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

Reviewed: September 2021

Date of adoption of this policy	September 2018
Date of last review of this policy	September 2021
Date for next review of this policy	September 2023
Policy owner (SMT)	Sarah Buist
Policy owner (Proprietor)	ILG