

# 1. WHISTLEBLOWING POLICY SUMMARY

**Background:** This policy provides employees/workers with an avenue to raise concerns internally and receive feedback on any action taken. It also demonstrates how employees are able to take the matter further if they are dissatisfied with the management response and reassures employees that they will be protected from harassment or victimisation for raising concerns.



**This guidance is not intended to be used where other more appropriate procedures are available.**

For example, Grievances, Harassment or Discrimination, Child Safeguarding or Parental Complaints. (See alternative policies and procedures).



## Definition

'Whistleblowing' is a term used to refer to the disclosure by employees of malpractice – internally or externally – as well as illegal acts or omissions at work.

This includes the reporting by workers/employees or ex-worker/employees, of certain types of wrongdoing such as fraud, malpractice, mismanagement, breach of health and safety law, or any other illegal or unethical act on the part of Members, the Board of Trustees, management, an Academy Advisory Body (AAB) or by fellow employees.



## Stage 1: How to raise a concern

As soon as the worker/employee becomes reasonably concerned, they should firstly raise the issue either orally or in writing. Where possible, this should include the background and history of the concern, including relevant dates and the reason why the situation gives particular cause for concern. Concerns should be raised with the worker's/employee's line manager or Academy Principal/Head of Academy (unless she/he is the potential transgressor), in which case, write to or contact one of the alternative individuals laid out in section 5.2 of the policy.



## Investigation and Trust response

An investigating officer (someone who has no previous involvement) will be appointed. They will aim to interview the worker/employee who has raised the concern within 10 working days (or sooner if required).

Within 10 working days of the above meeting, the investigating officer will then recommend the investigation procedures which will be used.

Usually, within 10 working days of a concern being raised, the investigating officer will write to the person raising the concern, confirming the investigation timescale and/or confirming what action the Trust intends to take.



## Stage 2: How to take a concern further

Workers/employees who are not satisfied, at any stage of the process, with the action taken by the Trust and feels its right to question the matter further, may consider various possible contact points. Please see the list (which is not exhaustive) at section 7.1 of the policy. A case can be taken to an employment tribunal if you feel you have been treated unfairly because you have 'blown the whistle'.

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