



## Whistleblowing Policy

Revised April 2018

This policy applies to the whole school including Early Years.



The British Junior Academy of Brussels

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## 1.0 AIMS AND OBJECTIVES

As an employee of a school, you may be the first to realise that there may be something seriously wrong within the organisation. However, you may not express your concerns because you feel that speaking up would be disloyal to colleagues or the organisation. You may also fear harassment or victimisation, and think it may be easier to ignore the concern rather than report it.

The Proprietor and Governors of the school are committed to the highest standards of openness, probity and accountability. In line with that commitment, we encourage employees, who have serious concerns about any aspect of the school's work, to come forward and voice those concerns.

It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that staff can do so without fear of reprisals. This Whistleblowing Policy is intended to encourage and enable staff of the school, to raise serious concerns within the school rather than overlooking a problem or discussing it externally.

## 2.0 RATIONALE

This Whistleblowing Policy:

- provides avenues for you to raise concerns and receive feedback on any action taken
- allows you to take the matter further if you are dissatisfied with the school's response and
- reassures you that you will be protected from reprisals or victimisation for whistle blowing in good faith.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment with the school (please see also the school's Grievance Procedure). This Whistleblowing policy is intended to cover concerns that fall outside the scope of other procedures, although the school reserves the right to determine which procedure is appropriate.

Concerns to be reported under this policy may relate to something that:

- is unlawful;
- is against the school's full range of policies;
- falls below established standards or practice;
- amounts to improper conduct.

## 3.0 SAFEGUARDS

### 3.1 Harassment or victimisation

The school recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The school will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith. This does not necessarily mean that if you are already the subject of procedures such as disciplinary, improving

performance, grievance or managing attendance, that those procedures will be halted as a result of your whistle blowing.

Where feasible, you will be contacted when your concern has been investigated to ascertain whether you have suffered any detriment as a result of your whistle blowing. If at any time, either during or after the investigation, you feel that you have suffered any detriment as a result of your whistle blowing you should contact a school Governor or the school's Proprietor.

### **3.2 Confidentiality**

The school treats the details of all whistleblowers in confidence and will do its best not divulge your identity. However, it must be appreciated that the investigation process may reveal the source of the information without us revealing your identity directly, and a statement by you may be required as part of the evidence.

### **3.3 Anonymous allegations**

Allegations can be made anonymously. However, this policy encourages you to put your name to your allegation, as concerns expressed anonymously are often much more difficult to investigate. For example, we may need to contact you to obtain further information or verify the details you have already given us.

Anonymous allegations will be considered wherever possible at the discretion of the school. The factors to be taken into account when determining whether an investigation in such a case can proceed would include the:

- seriousness of the issues raised,
- credibility of the concern,
- likelihood of confirming the allegation from other attributable sources.

### **3.4 Untrue allegations**

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make malicious or vexatious allegations, appropriate action may be taken against you.

## **4.0 PROCEDURES**

### **4.1 How to raise a concern**

The earlier you express the concern, the easier it is to take action. As a first step, you should normally raise concerns with a member of the Senior Leadership Team (SLT). This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if you believe that SLT is involved, you should contact the Headteacher or the Chair of the Board of Governors. If the whistleblowing regards the Headteacher, it should be reported to the Proprietor and Chair of Governors.

Concerns can be raised by the following methods:

- SLT member
- Headteacher
- Chair of the Board of Governors and/or School Proprietor

All referrals made will be treated in the strictest of confidence.

Although you are not expected to prove an allegation, you will need to demonstrate that there are sufficient grounds for your concern.

Concerns are best raised in writing. The sort of information required to investigate an allegation are details of the background and history to the case, names, dates, places and, where possible, the reason why you are particularly concerned.

#### **4.2 How the school will respond**

In order to protect individuals and the school, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (for example, child protection or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation.

Within ten working days (in term time) of a concern being received, where appropriate, the school will write to you:

- acknowledging that the concern has been received,
- indicating how it proposes to deal with the matter (including potential timescales),
- telling you whether any initial enquiries have been made,
- telling you whether further investigations will take place and, if not, why not.

The amount of contact between the person(s) considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from you.

The school acknowledges the need to provide you with assurance that the matter has been properly addressed. Thus, subject to legal and confidential constraints, you will receive appropriate information about the extent and outcomes of any investigations.

### **5.0 ROLES AND RESPONSIBILITIES**

**5.1 The Headteacher** has overall responsibility for:

- maintaining and operating the policy
- annual review of the policy
- annual report on the effectiveness of the policy to the Board of Governors and Proprietor
- approving amendments to the policy
- promoting the policy periodically
- maintaining a record of concerns raised and the outcomes (but in a form that does not endanger your confidentiality)

**5.2 The Board of Governors**

- to review the policy
- to be given updates on whistleblowing matters

**5.3 SLT**

- to undertake investigations without undue delay
- to maintain confidentiality
- to assist the Headteacher in the above

**5.4 Employees**

- To raise issues of concern responsibly

**5.5 Others**

As an employee of a contractor of the school or a partner organisation, it is recognised that in some cases, you may have concerns which you may want to bring to our attention. The school is committed to encouraging all individuals, including non-school employees to raise serious concerns with the organisation. Whilst we would seek always to protect the anonymity of individuals raising concerns in good faith, the Whistleblowing Policy does not protect employees of external organisations in the same way as school employees.

**6.0 Equality Impact Assessment**

The equality impact assessment of this policy is wholly positive as the policy supports the opportunity to address equality and diversity issues.

This policy will be reviewed every two years or more often if needed.

This policy is the responsibility of Sarah White, Headteacher, and Madame De Maertelaere, Proprietor	Revised: April 2018
<p><b>Sarah White</b> <b>Headteacher</b> .....</p> <p><b>Madame De Maertelaere</b> <b>School Proprietor</b> .....</p>	
<b>To be reviewed:</b>	April 2020