

Christ Church New Malden

Church of England Primary School

Whistleblowing Policy

Committee responsible	Business Impact Committee
Approval required by	Business Impact Committee
Statutory or Recommended	Recommended
Frequency of review	3 Years
Date approved	Dated 02 / 02/ 17
Date of next review	February 2020
Display on website	Yes
Link with other policies	Safeguarding and Child Protection Anti-Bribery

Signed Tabitha White Headteacher

Dated 02 / 02/ 17

Signed [Signature] Chair of Governing Body

Dated 02 / 02/ 17



1. Introduction

Christ Church New Malden Primary School has developed this policy to support staff in their role, whether they are directly employed by the school or local authority (LA) or working on our behalf for a partner company or agency. It is based on the LA's policy and adapted, as necessary, to accommodate Christ Church New Malden's requirements.

2. What Is Whistleblowing?

Someone blows the whistle when they tell someone in authority about a dangerous or illegal activity that they are aware of through their work. This can include health and safety risks, environmental issues, fraud, poor standards of care and other problems. Often it is only through whistle blowing that information comes to light.

3. Who Can Use The Whistleblowing Procedure?

- All school staff, whether full time or part time, permanent or temporary;
- All staff working in school (including professional colleagues, volunteers and students);
- Contractors working for the school on the premises e.g. agency staff, builders or maintenance contractors;
- External contractors and those providing services under a contract with the local authority.
- Parents

4. When Should I Raise A Concern?

If you find out about activities that harm pupils, colleagues or associate staff. These may include:

- Illegal activities
- Miscarriages of justice
- Risks to health and safety
- Damage to the environment
- Misuse of public funds
- Fraud and corruption
- Abuse of clients
- Other wrongdoing (including attempts to cover up wrongdoing)

5. Who Do I Tell?

If you are a staff member: You should approach the Head Teacher. But if you feel unable to do so or you are concerned about something serious, you can approach the Chair of Governors, Director of Learning and Children's Services, Chief Executive, or the Assistant Director of Finance - Audit. You can raise a concern by talking to someone or by writing to them.

If you work for an agency or are a temporary worker: You should raise any concerns with your line manager. But if you feel unable to do so or you are concerned about something serious, you may approach a senior manager, your Head of Service, Director or the Chief Executive. You can raise a concern by talking to someone or writing to them.

If you work for a company that has a contract with the school: You should raise any concerns with the Head of Strategic Services (telephone 020 8547 5175). If you feel unable to do so, or you are concerned about something serious, you may approach the Assistant Director of Finance – Audit (telephone 020 8547 5660). You can raise a concern by talking to someone or by writing to them.

6. What happens next?

We will look into your concern to see what should happen. This may involve:

- An internal investigation
- An external auditor
- An independent inquiry
- The police

If you have approached the Head Teacher, they will respond within 5 working days to tell you what is happening as a result of your action.

If you approach the local authority they will normally write to you within 10 working days of receiving your concerns. They will list them, tell you who is handling the matter, how you can contact them and whether they need your further help. They will also tell you where to get support if you need it.

7. If You Work For A Company That Has A Contract With The School:

You should raise any concerns with the Head of Strategic Services (telephone 020 8547 5175). Alternatively, you can contact the Assistant Director of Finance – Audit (telephone: 020 8547 5660).

You can also write to the Head of Strategic Services or the Assistant Director of Finance – Audit at the following address:

Royal Borough of Kingston upon Thames
Guildhall 2
High Street
Kingston upon Thames
KT1 1EU

8. Will I Get Into Trouble? And Will Anyone Find Out That I Have ‘Blown The Whistle’?

The school, in accordance with council procedure, does not allow the harassment or victimisation of anyone who raises a genuine concern. Harassment may result in disciplinary action.

But there may be a situation where you want to pass on your concern and not let anyone else know that you have. If it’s not possible to resolve the problem without telling someone else who you are, we will always talk to you first.
You will not be disciplined as the result of your whistle blowing action.

9. Where can I find out more?

You can find out more information on the Council’s Whistleblowing Policy on the Council’s website – www.kingston.gov.uk