



# **HYLAND HOUSE SCHOOL**

## **WHISTLE BLOWING POLICY**

**Ratified by governors Sep 2023**

**Review date: Sep 2024**

# Whistle-blowing Policy

## Policy on Public Interest and Child Protection Disclosures

### Rationale:

The Governing Body aims to be a good employer and is committed to high standards of probity and good practice in employer/employee relations. The Public Interest Disclosure Act 1998 protects employees from any victimisation by employers if they reveal any wrong-doing in the workplace, and fear that they might be victimised in so doing. This policy is designed to ensure that employees can follow simple procedures, and to reassure everyone in the school that their concerns will be taken seriously.

This policy covers Safeguarding and Child Protection disclosures, where staff raise concerns about other staff members relating to Safeguarding and Child Protection.

### Responsibilities

The Headteacher has overall responsibility for the procedures and for ensuring that:

- appropriate procedures in line with LA requirements are in place, -
- they are implemented;
- any concerns and any action taken are reported to the Governing Body; and
- all staff are aware of their rights and duties under the Act.

Any worker at Hyland House is entitled, without any fear of reprisal, to disclose any action which s/he reasonably considers:

- potentially or actually unlawful, or
- involves a miscarriage of justice, or
- compromises an individual's health and safety
- might cause environmental damage, or
- contravenes any LA or school policy, or
- might be considered improper, or
- falls below the normal standards of conduct in the school, or
- any concealment of such action or
- endangers children in any way, or
- compromises safeguarding.
- This right is guaranteed by the governing body, so long as the individual has acted in good faith.

### Duties

The member of staff must: -

- ❖ act in good faith when making such a disclosure; and
- ❖ must not commit a criminal offence in so doing; or
- ❖ disclose such confidential information to any person outside Hyland House School (except the Director of Children & Family Services or his/her representative); and
- ❖ not expect any personal gain from making the revelation.

## **Complaints Procedures**

Members of staff should consider whether the school's grievance or complaints procedure should be followed in the first instance.

In the case of Child Protection, staff have a duty to report concerns immediately, to either the Designated Safeguarding Leads or the Headteacher. Concerns about the Headteacher should go straight to the BUC Education Director. If the concern is about the Governing Body, concerns should be reported to a LA officer.

Any disclosure of a lack of probity during these procedures is protected by the Whistle-blowing legislation, and the governing body's guarantee.

## **Confidential Reporting**

In addition, any member of staff who has a reasonable concern about the probity of any action taken at Hyland House, can also choose to follow the 'confidential reporting route'.

- 1) In the first instance, s/he should take the matter up in confidence with the Headteacher, or, if the concern is about any action taken by the Headteacher, with the BUC Educational Director, or, if the concern is about any action taken by the Governing Body, with a LA officer.
- 2) The Headteacher, BUC Educational Director or Chair of the Governing Body, must attempt to resolve the matter with the member of staff within a reasonable time, and in any case, must report progress to the member of staff within ten days of the making of the complaint.
- 3) If the member of staff is not satisfied with the Headteacher's or BUC Educational Director's response, they may contact the Governing Body. If they are not satisfied with the Governing Body's response to the complaint, or the time being taken to resolve it, the member of staff may take the matter up formally and promptly with the LA.
- 4) The Governing Body must appoint no fewer than three of its members to consider the formal complaint, and to attempt a resolution within ten working days of receiving the complaint. In the case of Child Protection action is to be taken as expediently as possible, in the best interests of the children. If the member of staff is still not satisfied, he/she can formally take the matter to the full Governing Body and/or the LA.

## **Victimisation**

At all times, the Governing Body guarantees the member of staff will be protected from any reprisals or victimisation. However, any member of staff taking such a course must not make malicious or vexatious allegations which are shown to be untrue. In such circumstances, the member of staff's conduct could lead to disciplinary action.

## **Monitoring and Review**

The Headteacher will report all complaints of this nature to the next Governing Body meeting, without revealing the name of the complainant or any unnecessary details. The Headteacher will report on the nature of any complaint and the action taken, and the resolution of it.