

<b>RESPONSIBLE PERSON(S):</b>	CHIEF EXECUTIVE HEADTEACHER John Mason School HEADTEACHER Rush Common School HEADTEACHER Fitzharrys School
<b>CURRENT VERSION:</b>	001
<b>DATE APPROVED:</b>	18/12/2018
<b>REVIEW CYCLE:</b>	EVERY 3 YEARS
<b>NEXT REVIEW DATE:</b>	18/12/2021

#### **REVIEW**

The Board of Trustees have reviewed and agreed this policy in accordance with the legal requirements and/or recommendations of good practice.

Having agreed the policy, the Trustees undertake to review or amended the policy if the:

- Government or local authority, i.e. Oxfordshire County Council, produce new or revised regulations and/or guidance;
- Trust identifies and recommends changes which will serve to improve the policy, support the implementation of the policy and/or the related policy processes.

#### **APPROVED BY THE BOARD OF TRUSTEES**

Chair of Trustees:	[Name]	Signature:	_____
Chief Executive:	[Name]	Signature:	_____

#### **RESPONSIBLE BODY**

Within this policy “responsible body” means the Trust and/or Trustees of the Abingdon Learning Trust. The responsible body will endeavour to ensure that the level of related training, support, financial and non-financial resources are adequate to the fulfil the responsible body’s functions in respect of this policy.

#### **RESPONSIBLE PERSONS**

The responsible persons accept the responsibility and accountability, delegated to them by the responsible body, and undertake to ensure adherence to, and the implementation of this policy and associated processes.

## **Introduction**

This model procedure has been based on the agreed document with OCC and was drawn up following consultation with all the recognised Trade Unions and Associations: ASCL, ATL, NAHT, NASUWT, NUT and Unison.

### **1. Scope**

This policy and procedure applies to all employees working in the school, and ALT Central Team, including agency workers, self-employed contractors and volunteers.

### **2. Policy Statement**

- 2.1. The Trust is committed to the highest possible standards of:
  - openness and inclusiveness;
  - accountability;
  - integrity in-line with that commitment.
  
- 2.2. The aims of this procedure are to:
  - encourage those working in the school, and ALT Central Team, to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
  - provide guidance on how to raise concerns;
  - reassure those raising concerns that they are able to raise genuine concerns “made in the public interest” without fear of reprisals, even if they turn out to be mistaken.
  
- 2.3. The Board of Trustees will provide all reasonable protection for those who raise concerns “made in the public interest”.
  
- 2.4. The Board of Trustees will be responsible for ensuring that appropriate personal support is offered both to an employee raising a concern and to any employee against whom allegations have been made under this procedure.
  
- 2.5. School, or ALT Central Team, employees who wish to raise a concern or grievance about their own employment, should refer to the Trust’s grievance procedure.

### **3. What is 'Whistleblowing'?**

- 3.1. ‘Whistleblowing’ is defined as ‘raising concerns about misconduct within an organisation or within an independent structure associated with it’ (Nolan Committee on Standards in Public Life). In the legislation it is called a ‘protected disclosure’. The Public Interest Disclosure Act 1998 (PIDA 1988) protects employees from suffering a detriment in their employment or being

dismissed by their employer if they make disclosures in accordance with the legislation.

- 3.2. An employee has certain Common Law confidentiality obligations to their employer. However, in a limited set of circumstances whistleblowing may override these obligations if an employee reveals information about their employment or the work of the Trust or School. This guidance sets out the circumstances under which these disclosures may lawfully be made.
- 3.3. A concern must relate to something which:
  - is a breach of the Trust or School's policies; or
  - falls below established standards or practice; or
  - amounts to improper conduct, including something that may be:
    - (i) a breach of the Law;
    - (ii) a failure to comply with a legal obligation;
    - (iii) a possible miscarriage of justice;
    - (iv) a Health and Safety risk;
    - (v) damaging the environment;
    - (vi) misuse of public money;
    - (vii) corruption or unethical conduct;
    - (viii) abuse of pupils, students or other users;
    - (ix) deliberate concealment of any of these matters;
    - (x) any other substantial and relevant concern.
- 3.4. These issues could have arisen in the past, be currently happening or likely to happen in the future. The law does not protect an employee who would be breaking the Law in making the disclosure.
- 3.5. If you have a serious concern it should be reported using the following procedure.

#### **4. How to Raise a Concern ('Whistleblowing')**

- 4.1. All concerns will be treated sensitively and with due regard to confidentiality and where possible every effort will be made to protect your identity if you so wish. Nevertheless, this information will need to be passed on to those with a legitimate need to have this information and it may be necessary for you to provide a written statement or act as a witness in any subsequent disciplinary proceedings or enquiry. This will always be discussed with you first.
- 4.2. Where concerns are expressed anonymously, the Chief Executive Officer (CEO), in consultation with Chair of the Board of Trustees, will decide how to proceed. An investigation may be carried out, depending on the nature of the allegations and the evidence/information presented. If the nature of the allegation suggests that the CEO or Chair should not be involved in an investigation, then an independent investigator will be appointed by the

Trust (without the Chair), or Members (if the allegation is that the Trust Board is the subject of the reported concern), to undertake an investigation.

#### 4.3. **Step 1**

- If you wish to raise a concern you should normally raise it with your line manager. This can be in person or in writing.
- The Trust recognises that sometimes it may be inappropriate for you to approach your line manager with your concern. In these circumstances, a number of alternatives are available depending on the nature of your concern. You can contact any of the following:
  - CEO
  - Headteacher
  - Chair of Trustees
  - Chair of the Members
  - Trust's HR Team
  - Trade Union
- Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.
- You may wish to obtain advice from a trade union representative or a colleague. You may choose to be represented by a trade union representative or colleague at any meetings that are required.

#### 4.4. **Step 2**

- The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to you within 10 days to let you know how your concern will be dealt with.
- The information you can then expect to receive is:
  - an indication of how the concern will be dealt with;
  - an estimate of how long it will take to provide a final response;
  - whether any initial enquiries have been or will be made;
  - whether further investigations will take place, and if not why not;
  - information about support available for you.
- The person with whom you have raised your concern will at the same time notify the Trust's HR adviser that a whistleblowing allegation has been made.
- Advice on dealing with concerns is available from the Trust or School's HR, Legal or Financial Services providers.

#### 4.5 **Step 3**

- Enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:

- an internal investigation by the CEO, Headteacher, Trustee or a Governor, which may for example, take the form of a disciplinary investigation;
- a referral to the Police;
- the setting up of an external independent inquiry.

#### 4.6 **Step 4**

- You will be informed of the outcome of any investigation, in writing and/or of any action taken, subject to the constraints of confidentiality and the Law.
- If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:
  - your trade union;
  - the Citizens Advice Bureau;
  - a relevant professional body or regulatory organisation;
  - a relevant voluntary organisation;
  - the Police;
  - the Local Government Ombudsman;
  - Oxfordshire Racial Equality Council;
  - Equality and Human Rights Commission.
- You must make a disclosure “in the public interest”; and in the circumstances it must be reasonable for you to make the disclosure.
- If there is an issue of an exceptionally serious nature which you believe to be substantially true, then you may disclose the issue to someone other than those listed above. In determining whether it is reasonable for you to have made a disclosure the identity of the person to whom the disclosure is made will be taken into account. Disclosures to anyone outside of the recognised bodies specified may not be protected disclosures under the Act.
- You have a duty to the Trust and School not to disclose confidential information. This does not prevent you from seeking independent advice at any stage or from discussing the issue with the charity Public Concern at Work on 020 3117 2520 and <http://www.pcaw.org.uk/> in accordance with the provisions of the Public Interest Disclosure Act 1998.

## **5. Review and Reporting of the Procedure**

5.1. Overall responsibility for this procedure and its application will lie with the Board of Trustees of ALT.

5.2 This procedure has been reviewed with reference to equalities, human rights and discrimination legislation. Confidential monitoring of the procedures is

undertaken in order to gather data to help establish whether the procedure is operated in a fair and consistent manner. In undertaking monitoring the Trust will not identify individuals.

## **6. Review of this policy**

The Board of Trustees, through the appropriate Committee, reviews this policy and procedure every three years. It may however, review this policy and procedure earlier than this if the government produces new regulations, or if it receives recommendations on how the Policy and procedure might be improved.

**Approved by Finance and General Purposes Committee of the Board of Trustees of Abingdon**

**Learning Trust on \_\_\_\_\_**

**Date:**

**Signed: (Chair of Trustees)**

**Signed: (Chief Executive Officer)**

**Date for Review: December 2021**