

CRESSEY

COLLEGE

CONFIDENTIAL REPORTING CODE

Whistleblowing Policy & Procedure

Date Issued: 01 Sept 2016	Last Revised: 01 Sept 2017
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Table of Contents

Amendment Record..... 3

Objective 4

Cressey’s assurances to you 4

Your safety 4

Your Confidence..... 4

How we will handle the matter 4

How to raise a concern internally 5

If you are dissatisfied..... 5

Amendment Record

This Confidential Reporting policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Annual update to Policy. Minor amendments to formatting and wording. Approved at Management meeting dated 31 Aug 16. Authorised by JH, approved by Headteacher - AB.	01 Sept 16
2	Annual update to Policy. Approved at Management meeting dated 30 Aug 17. Authorised by JH, approved by Head Teacher – AC.	01 Sept 17

WHISTLEBLOWING POLICY & PROCEDURE

Objective

1. All of us at one time or another may have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice, the environment, harassment or misbehaviour at work, it can be difficult to know what to do.
2. You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.
3. Cressey takes any form of malpractice very seriously and has introduced this procedure to enable you to raise your concerns about such malpractice, at an early stage and in the right way. We would rather that you raised the matter when it is just a concern, rather than wait for proof.
4. If something is troubling you, which you think we should know about, or look into, please use this procedure. If you are aggrieved about your personal position, the Grievance Procedure should be used not the Whistleblowing procedure.

Cressey's assurances to you

Your safety

5. Cressey are committed to this policy. If you raise a genuine concern under this Policy, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in genuine good faith, it does not matter if you are mistaken. Of course we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

Your Confidence

6. Cressey will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may nonetheless want to raise a concern in confidence under this Policy. If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court or at a disciplinary hearing), we will discuss with you whether and how we can proceed.

7. **Note: Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this Policy is not appropriate for concerns raised anonymously.**

How we will handle the matter

8. Once you have told us of your concern and this has been put in writing, we will look into it to assess initially what action should be taken. This may involve an internal inquiry or more formal investigation. We will tell you who is handling the matter, how you can contact him/her and whether your further assistance may be needed. If you request, we will write to you summarising your concern and setting out how we propose to handle it.

9. When you raise the concern you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, we do ask that you tell us at the outset. If your concern falls more properly within the Grievance Procedure we will tell you.

10. While the purpose of this policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. However, we may not be able to tell you the precise action we've taken where this would infringe a duty of confidence owed by us to someone else.

How to raise a concern internally

11. If you have a concern about malpractice, we hope you feel able to raise it first with your Line Manager. This may be done verbally or in writing.

12. If you feel unable to raise the matter with your Line Manager, for whatever reason, please raise the matter with the Headteacher.

13. **Note: Please say if you want to raise the matter in confidence so that they can make appropriate arrangements.**

14. If at this point you remain concerned about the approach the school is taking, you may consider contacting the Steering Group, who act independently. If you still remain dissatisfied you may then consider raising the matter with the Local Authority or Ofsted.

If you are dissatisfied

15. If you are unhappy with the response you get, remember you can go to the other levels and bodies detailed in this policy. Whilst we cannot guarantee that we will respond to all matters in the way that you might wish or with the outcome you require, we will endeavour to handle the matter fairly and properly and within the law. By using this policy, you will help us to achieve this.

16. **Note: Where your complaint involves a member of staff, if malpractice is alleged, the school is obliged to follow its disciplinary procedure. The outcome of which will be dictated by the school policy and relevant employment legislation.**