



Dorchester Primary School



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Policy for Whistle Blowing

"Achieving Excellence Together in a Caring Community"

Date of Policy: October 2020

Review Date: October 2023

Introduction

The staff and governors of Dorchester Primary School (DPS) seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. In the event that members of school staff, parents, governors of the school community at large become aware of activities which gave cause for concern, the school has established the following whistleblowing policy, or code or practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation to the matter to bring it to a satisfactory conclusion.

Throughout this policy, the term whistle blower denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies published in May 1996.

DPS is committed to tackling fraud and other forms of malpractice, as well as ensuring safeguarding systems are rigorous and thorough and treats these issues seriously. The school recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the school environment but also has recourse to an external party outside the management structure of the school.

The school is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.



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Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance which would be dealt with under the DPS grievance procedures.

When might the whistleblowing policy apply?

The type of activity or behaviour which the school considers should be dealt with under this policy includes:

- Safeguarding issues with regard to children
- manipulation of accounting records and finances
- inappropriate use of school assets or funds
- the health and safety of any individual has been, is being or is likely to be endangered
- decision-making for personal gain
- any criminal activity or failure to comply with a legal obligation
- abuse of position
- fraud and deceit
- serious breaches of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)
- Breaches of any statutory Code of Practice
- Discrimination in employment or the provision of education

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour



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- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing

- Starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

What action should the whistle blower take?

DPS encourages the whistle blower to raise the matter internally in the first instance to allow those school staff and governors in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

DPS has designated a number of individuals to specifically deal with such matters and the whistle blower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

Name and Position

Contact details

Head teacher

Deborah Damestani - contact details in staff procedures.

Chair of Governors

Jane Templeman - contact details in staffroom/PPA room

The whistle blower may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above



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named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Alternatively if the whistle blower considers the matter too serious or sensitive to raise within the internal environment of the school, the matter should be directed in the first instance to:

Head of Internal Audit

Margaret Culleton

London Borough of Sutton

Civic Centre

St Nicholas Way

Sutton

SM1 1EA

Direct Line: 020 8770 5000

Or in the case of an issue with a Member, the Council's Monitoring Officer Jessica Crowe: jessica.crowe@sutton.gov.uk

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is concerning you and why
- Approach your immediate manager, Head teacher, or Lead Officer for Safeguarding Education – see above.

¹ Staff includes any adult, paid or voluntary, who works in a school or educational establishment within the Local Authority.

- If your concern is about your immediate manager/Head teacher, or you feel you need to take it to someone outside the school, contact the Local Education Officer for your area.
- Make sure you get a satisfactory response - don't let matters rest.



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- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

The Local Authority has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the whistle blower. The Local Authority will ensure relevant officers of the Department for Education are informed as appropriate.

In addition information and free independent advice can be obtained from the charity Public Concern at Work (www.pcaw.org.uk). They will provide free, confidential advice at any stage about how to raise a concern about serious malpractice at work. Contact details for the charity are as follows:

Public Concern at Work

CAN Mezzanine

7-14 Great Dover Street

London SE1 4YR

Free advice on whistleblowing from Public Concern at Work is also available over the telephone (020 3117 2520) and via email (whistle@pcaw.org.uk)

How will the matter be progressed?

The individual(s) in receipt of the information or allegation (the investigating officer(s)) will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, the police, the Department for Education and Employment, the LEA. An investigation should normally be completed within one month.

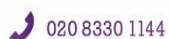
Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.

The whistle blower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation



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and whether or not it has been substantiated, the matter will be reported to the governing body and the LEA.

If the whistle blower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the investigating officer(s), the governing body and/or directed to the LEA.

Respecting confidentiality

Wherever possible DPS seeks to respect the confidentiality and anonymity of the whistle blower and will as far as possible protect him/her from reprisals. The school will not tolerate any attempt to victimise the whistle blower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

Raising unfounded malicious concerns

Employees should be aware that this procedure will apply where they reasonably believe that the information disclosed and any allegations contained in it are substantially true. If any disclosure is made in bad faith (for instance, in order to cause disruption), or concerns information which employees do not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence

Individuals are encouraged to come forward in the public interest with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases staff should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for staff to report their concerns to an external body such as a regulator. It will very rarely, if ever, be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public



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Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

Whistleblowing concerns usually relate to the conduct of school staff, but they may sometimes relate to the actions of a third party, such as a service provider. The law allows staff to raise a concern in the public interest with a third party, where the member of staff reasonably believes it relates mainly to their actions or something that is legally their responsibility. However, staff are encouraged to report such concerns internally first. Staff should contact one of the other individuals set out above for guidance.

Self-reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional or trade union.

Conclusion

Existing good practice within DPS in terms of its systems of internal control both financial and non-financial and the external regulatory environment in which the school operates ensure that cases of suspected fraud or impropriety rarely occur. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and will be actioned.

Signed: *Deb Damestani* (Headteacher)



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