



FOUNDED 1900

**THE ENGLISH SCHOOL**  
A SECOND CENTURY OF EXCELLENCE

## Whistle Blowing Policy

---

### **The English School**

The person responsible for Policy	Stuart Walker, Headmaster
Version Number, last date updated	Version 2, 2019
Date Approved	October 23, 2024
Review Period	Two years
Next Review date	October 2026

## Whistle Blowing Policy

### Introduction

This policy and procedure has been adopted by the School to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriage of justice, and failure to comply with legal obligations, inappropriate behaviour or unethical conduct.

The English School's policy on whistle-blowing is intended to demonstrate that the School:

- Has a culture of safety for raising concerns, valuing staff and of reflective practice.
- Will not tolerate malpractice.
- Respects the confidentiality of employees raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.
- Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate.
- Will invoke the School's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations.
- Will provide a clear and simple procedure for raising concerns, which is accessible to all employees.
- Will report any proven allegations against staff to local police.

### Procedure

This procedure is separate from the School's adopted procedures regarding grievances. Employees should not use the whistle-blowing procedure to raise grievances about their personal employment situation.

This procedure is to enable employees to express a legitimate concern regarding suspected malpractice within the School, and potential failures in the school's safeguarding regime, these concerns should be in the public's interest.

Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

### Confidentiality

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although employees are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity the Police will be informed.

### The Investigation

Employees will be at liberty to express their concerns to their line manager. If this is not appropriate, then they should contact the HR Manager. Should the allegation be of a safeguarding nature, this concern should be raised directly with the Head.

Any concerns raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The employee making the allegation will be kept informed of progress wherever possible and, subject to third party rights, will be informed of the outcome.

An employee who is not satisfied that his/her concern is being properly dealt with will have a right to raise it in confidence with the Headmaster. If this action would be inappropriate, then it should be raised with the CFO or the secretary to the Board of Management.

### External Procedures

It should be noted that under the Public Interest Disclosure Legislation, there are circumstances where an employee may be entitled to raise concern directly with an external body where the employee reasonably believes that:

- It is justified by exceptionally serious circumstances.
- The School would conceal or destroy the relevant evidence.
- He or she would be victimised by the School.

### Malicious Accusations

False, malicious, vexatious or frivolous accusations will be treated as gross misconduct and dealt with under the Schools' Disciplinary and Competency Procedures.

### Protection from Reprisal or Victimisation

No employee will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and follow the Whistle blower procedures.