



In God's love we believe and achieve



St. Michael's

Catholic Primary School

Whistle Blowing Policy

Policy for Raising Concerns (Whistle Blowing Policy)

Overview

In this school the health, safety and protection of children and all who come here is given the highest priority. We have a comprehensive range of policies and procedures in place to ensure that our work is of the highest standard. We have in place very good lines of communication through which concerns may be channelled and all staff and volunteers should use these in all but exceptional circumstances. All staff and volunteers should feel able to raise concerns about any poor or unsafe practice with regard to children that they find. Where a member of staff or volunteer has a concern that they believe will not be dealt with using the normal procedures they must raise it in line with the guidance given in this policy. Any concern raised will be treated seriously and it will be investigated in a timely manner.

As a school we will:

- Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- Provide avenues for you to raise those concerns and receive feedback on any action taken
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimisation and have a reasonable belief that you have made any disclosure in good faith.

Objectives

- To ensure that every member of staff and volunteer in the school has the opportunity to raise a serious concern when they feel that normal channels of communication are not appropriate.
- To set out appropriate strategies for raising any such concern.
- To ensure that concerns are dealt with in a timely and appropriate manner.

Strategies

- The member of staff or volunteer with the concern should act without delay and notify the appropriate person at the earliest opportunity.
- In the first instance any concern should be drawn to the attention of the line manager of the member of staff or volunteer or a member of the Senior Leadership Team.
- If the member of staff or volunteer feels that it is more appropriate to go directly to the Headteacher with their concern, they must do so.
- If the matter of concern relates to the professional role of the Headteacher the member of staff or volunteer should go to the Chair of Governors.
- Where the member of staff or volunteer is uncomfortable about approaching the Headteacher or other appropriate member of the school staff they should contact the Chair of the Governing Body.

Investigation and Outcome

Once an employee has raised a concern, the Headteacher (or Chair of Governors or nominated Governor) will quickly carry out an initial assessment to determine the scope of any investigation. The employee will be informed of the outcome of this assessment. The employee raising the concern may be required to attend additional meetings in order to provide further information

The Headteacher (or Chair of Governors or nominated Governor) will aim to keep the employee informed of the progress of the investigation and likely timescale. Sometimes the need for confidentiality may mean that the employee cannot be given specific details of the investigation or any disciplinary action taken as a result. The employee is required to treat any information about the investigation as strictly confidential.

Employees will not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment would include dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern.

Reviewed by Mike Volynchook Chair of Governors
Signed copy available from the school office