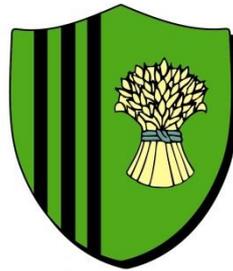


Bourne Westfield Primary Academy & Nursery



Whistle Blowing Policy

September 2017

Bourne Westfield has adopted this Whistleblowing Policy from Lincolnshire County Council; this policy additionally applies to work carried out as part of the Moderation Contract.

Introduction

Whistleblowing is about helping people have a voice to raise legitimate concerns or worries about organisations, activities and practices.

The Academy has adopted this Code to make it possible for anyone who works for or on behalf of the Academy to raise concerns they have and to be sure those issues will be taken seriously.

Generally if you want to raise an issue, you should approach your line manager or the Head teacher. Sometimes that route can't be used:

- Maybe you've raised an issue and not had a satisfactory response.
- Perhaps the normal contact is the person you have concerns about.

The Code provides another way to get that information to a point it will be taken seriously.

What is it for?

The intention is to make it easy for you to be heard if normal channels can't be followed. The Academy wants you to:

- Feel confident in raising serious concerns and to question and act upon concerns about practice.
- Be reassured that the Academy will do the utmost to protect you from reprisals, or victimisation for raising concerns in good faith.
- Be able to take the matter further if you are dissatisfied with the Academy's response.

What kind of areas are covered?

- Conduct which is an offence or a breach of law
- Sexual, physical or verbal abuse of clients, employees or the public
- Health and Safety risks to the public, clients and employees
- Damage to the environment
- The unauthorised use of public funds
- Possible fraud or corruption
- Disclosures related to the miscarriage of justice
- Unethical conduct

Or it may be something that:

- Makes you feel uncomfortable in terms of known standards
- Is against the Academy's policies and procedures
- Is unlawful
- Amounts to improper conduct

It is not intended to replace grievance or other established processes of the Academy.

What happens if a concern is raised?

Concerns can be raised verbally, by phone, email or in writing. This will start a confidential and independent examination process. The more information that can be supplied, including dates, times, details and names the greater the opportunity to establish the facts, but on no account should anyone try to investigate matters themselves. As far as practical, your confidentiality will be respected, but obviously this cannot be guaranteed in all circumstances (eg if the matter is potentially a criminal offence, police may be involved and/or there are child protection issues).

How to raise concerns

Any concerns should be raised to your line manager or the Head teacher. If the concern relates to the Moderation Contract, this should be raised with Mrs Eccles or Mrs Radley. However, if there is an issue that you cannot or do not feel able to take through this channel, you can

- Contact the Chair of Governors
- Obtain advice and guidance from the Academy's H.R Advisory Service:
(Education Personnel Management T: 01480 431993)

If you require independent advice you can contact the independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage about how to raise a concern about serious malpractice at work.