


MERTON COURT SCHOOL



WHISTLE BLOWING POLICY AND PROCEDURE

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| To be reviewed by: Headmaster/Proprietor, Advisory Board & DSL | |
| Signed by the Headmaster/Proprietor: |  |
| Shared with staff: | 5/10/17 |
| Put on Website: | 5/10/17 |

Introduction

1. The word whistleblowing in this policy refers to the disclosure internally or externally by workers of malpractice, as well as illegal acts or omissions at work.

Related Documents:

- Safeguarding - Child Protection Policy, Safer recruitment Policy, e-Safety
- Health & Safety Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Employment Policies
- Curriculum Policies
- EYFS Policy

This policy applies to the whole school including Early Years Foundation Stage (EYFS). All staff (teaching and support staff), Proprietor and volunteers working in the school.

Availability

- This policy is made available to parents, guardians, staff and pupils on request a copy may be obtained from the school office and on the school website.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.

The Advisory Board will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or

and acknowledges and endorses the role trade union officers may play in this area.

Designated officers

5. The following people have been nominated and agreed by Merton Court School as the designated officers for concerns under this procedure. They will have direct access to the most senior person in the organisation who is Mrs Angela Macdonald Safeguarding Lead.

Role of Designated Officer

6. Where concerns are not raised with the line manager, the Designated Officer will be the point of contact for employees who wish to raise concerns under the provisions of this policy. Where concerns are raised with, the Designated Office will arrange an initial interview, which will if requested **be confidential**, to ascertain the area of concern. At this stage, the whistleblower will be asked whether he/she wishes his/her identity to be disclosed and will be reassured about protection from possible reprisals or victimisation. He/she will also be asked whether or not he/she wishes to make a written or verbal statement. In either case, the Designated Officer will write a brief summary of the interview, which will be agreed by both parties.

Role of the Headmaster

7. The Designated Officer will report to the Headmaster/Proprietor, Dominic Price, who will be responsible for the commission of any further investigation.

Complaints about the Headmaster

8. If exceptionally the concern is about the Headmaster/proprietor then complaints should be directed upwardly from the designated person to LADO (via Chair of the Advisory Board) without the Headmaster being informed. This may include an external investigation.

The investigation

9. The investigation may need to be carried out under the terms of strict confidentiality i.e. by not informing the subject of the complaint until (or if) it becomes necessary to do so. If the complaint is safeguarding related then the school will not undertake any investigations but will report immediately to the LADO. This may be appropriate in cases of suspected fraud. In certain cases, however, such as allegations of ill treatment of children or staff members, suspension from work may have to be considered immediately. **Protection of children and staff is paramount in all cases.**

9.1 The Designated Officer/Headmaster/Chair of Advisory Board will keep all information confidential, and will not share it with the whistleblower and follow the LADO'S advice.

9.2 If the result of the investigation is that there is a case to be answered by any individual, the Disciplinary Rules and Procedure will be used.