



Lichfield Cathedral School

Whistleblowing Procedure

Reporting illegal or improper conduct or concerns about safeguarding children or young people

1 INTRODUCTION

- 1.1 Lichfield Cathedral School expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.
- 1.2 Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Head any serious impropriety or breach of procedure.
- 1.3 Employees who do not follow the steps identified in this procedure or other agreed internal procedures, and take their concerns to other outside sources (e.g. the press), may be subject to a formal disciplinary investigation.
- 1.4 This procedure has been introduced in consultation with the trade unions and professional associations.

2 WHAT IS THE PURPOSE OF THIS PROCEDURE?

- 2.1 This procedure is designed to enable employees to notify the Headteacher (but see 4.1) of any reasonable suspicion of illegal or improper conduct. Where the concerns are about safeguarding children or young people, the school's Designated Person should be notified (see 7 below).
- 2.2 It is a procedure in which the Head will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure.
- 2.3 Concern about a colleague's professional capability should not be dealt with using this procedure (but see section 7 below).

3 WHEN SHOULD IT BE USED?

- 3.1 This procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation.

Employees who are worried about wrong doing at work do not necessarily have a personal grievance; they should consider themselves witnesses rather than complainants.
- 3.2 Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.
- 3.3 No employee who uses this procedure in good faith will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns.
- 3.4 An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact any of the names listed in section 8 for advice.



Lichfield Cathedral School

Whistleblowing Procedure

- 3.5 Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the Bursar for possible investigation. Normally you must first report any suspicion of such an irregularity to the Head (but see 4.1), who will in turn report it to the Bursar.

4 MECHANISM FOR RAISING CONCERNS

- 4.1 Where the issue concerns your Head or, having made your report, you believe he has failed to take appropriate action, then you should bring it to the attention of the Chair of Governors.
- 4.2 Employees who feel unable to follow this route, for whatever reason, have the option of contacting one of the names listed in section 8.
- 4.3 Depending on the nature of the concern the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.
- 4.4 Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.
- 4.5 Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.
- 4.6 Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

5 WHAT SHOULD BE DONE IF AN ISSUE IS RAISED WITH A MEMBER OF STAFF?

- 5.1 If a member of staff (other than the Head) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Head (but see 4.1).

6 EXAMPLES OF ILLEGAL AND/OR IMPROPER CONDUCT

- fraudulent or improper use of the school's money or assets;
- dangerous practices at work;
- corruptly receiving any gift or advantage, thus failing to comply with the Bribery Act 2010;
- allowing private interests to override the interests of the school;
- impropriety of any kind, especially in respect of public exams.

7 SAFEGUARDING CHILDREN AND YOUNG PEOPLE

- 7.1 All employees have a duty to report concerns about the safety and welfare of pupils/students



Lichfield Cathedral School Whistleblowing Procedure

7.2 Concerns about any of the following should be reported to the school's Designated Safeguarding Lead

- physical abuse of a pupil/student
- sexual abuse of a pupil/student
- emotional abuse of a pupil/student
- neglect of a pupil/student
- an intimate or improper relationship between an adult and a pupil/student

7.3 The reason for the concern may be the actions of a colleague (including a more senior colleague), a governor, another pupil/student or someone outside the school. Whatever the reason, concerns must be reported.

8 CONTACT (see 3.4 and 4.2)

Head of HR; Head; Deputy Head; Bursar; any Trade Union or Professional Association representative, e.g:

NASUWT; ATL; NAHT; ASCL; NUT

Doc name	Whistleblowing Policy		
Authors	Head		
Version	2.1		
Circulation	Public document		
Last updated	October 2015	Next review date	October 2017