



# **Brocklewood Primary School**

## **Safeguarding Whistleblowing Policy 2017**

## **Aims**

This policy aims to:

- Encourage adults working for or within the organisation to feel confident in raising concerns;
- Provide a process by which concerns can be raised and dealt with;
- Receive feedback on the process (where appropriate); and
- Provide a means by which staff can receive support where concerns have been raised.

## **What does the safeguarding Whistleblowing policy cover?**

This policy is designed to cover concerns that staff have about the conduct of individuals in a position of trust within the organisation which could be detrimental to the safety or wellbeing of young people and where staff, for whatever reason, feel unable to raise them under the organisation's standard child protection procedures around dealing with such allegations. It would include issues about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with children and young people which is contrary to the organisations policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children

Please be mindful that these are examples of concerns and are not exhaustive.

## **Safeguarding against harassment or victimisation**

Brocklewood Primary School is committed to professional standards and to supporting staff. It is recognised that the decision to report a concern is a difficult one to make. Harassment or victimisation will not be tolerated and Brocklewood Primary School will take appropriate action in order to protect the person raising the concern when they are acting in good faith.

## **Confidentiality**

All concerns will be treated in confidence, however, there may be a need for the whistle-blower to give evidence e.g. if they have witnessed a crime or in regard to disciplinary procedures if this is the outcome.

## **Anonymous allegations**

This policy encourages staff to raise concerns to be identified in doing so as part of their professional role/responsibility. However, anonymous allegations will be investigated as thoroughly as possible.

## **False allegations**

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

## **How to raise a concern**

Staff should normally raise their concerns with the Head Teacher, Heather Tarrant: [h.tarrant@brocklewood.nottingham.sch.uk](mailto:h.tarrant@brocklewood.nottingham.sch.uk) Under standard procedures, if there are concerns that an adult working with children may have abused a child, or be unsuitable to work with children and young people, concerns will be passed to The Designated Officer by the head teacher. Concerns can also be raised directly with the Trust on the following email address: [disclosures@transformtrust.co.uk](mailto:disclosures@transformtrust.co.uk)

## **Allegations against the Head teacher**

Where an allegation is made against the Head teacher, the Chair of Governors Peter Munro, [governors@brocklewood.nottingham.sch.uk](mailto:governors@brocklewood.nottingham.sch.uk), see the office for his phone number must be informed as well as The Designated Officer (LADO) **Gillian Quincy, Tel: 0115 58765698** email: [gillianquincy@nottinghamcity.gov.uk](mailto:gillianquincy@nottinghamcity.gov.uk) or [lado@nottinghamcity.gov.uk](mailto:lado@nottinghamcity.gov.uk)

In certain circumstances, staff may feel they are unable to follow the organisation's standard procedures e.g. because they feel their position in the organisation would be in jeopardy, they would be subject to intimidation, or that the person of concern is the designated manager to whom they should report such matters and there is no one senior to refer to. They should then follow the Whistleblowing Policy by contacting the nominated person (the 'responsible person') within the organisation or an umbrella organisation to which the organisation is affiliated. In this case contact Peter Munro, Chair of Governors [governors@brocklewood.nottingham.sch.uk](mailto:governors@brocklewood.nottingham.sch.uk) or see the office for his phone number.

The Policy may also be used in circumstances when the matter has been raised under appropriate organisation procedures for referring child protection concerns, but the referrer considers that the manager has not taken the concerns seriously or acted appropriately with relation to them. In such circumstances, referrers are encouraged to contact Peter Munro, Chair of Governors e-mail: [governors@brocklewood.nottingham.sch.uk](mailto:governors@brocklewood.nottingham.sch.uk) (the named 'responsible person') for 'Whistleblowing' for the organisation or The Designated Officer email: [lado@nottinghamcity.gov.uk](mailto:lado@nottinghamcity.gov.uk) or contact on **0115 8762302** directly for discussion and advice.

When following the Whistleblowing Policy, concerns may be shared verbally, but should also be recorded in writing (Safeguarding Whistleblowing Report Form – Appendix A).

Staff may wish to invite their trade union representative to be present during any subsequent interviews.

**How Brocklewood Primary School will respond:**

Any concern regarding child protection will be referred to external agencies for investigation (The Designated Officer, Children's Services, Police) The Designated Officer should be informed within one working day of all allegations that come to the Head Teacher or Chair of Governors attention or that are made directly to the police; and if an organisation removes an individual (staff or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because of a concern that the person may pose a risk of harm to children, The Head Teacher or Chair of Governors must make a referral to the Disclosure and barring Service. It is an offence to fail to make a referral without good reason.

**If the concern is not of this nature, there will be:**

- Investigation by management
- Disciplinary process if appropriate
- Consideration of policies, processes and procedures if such issues arise from the investigation.

Within 10 working days of a concern being raised the referrer will receive a written response from the responsible person which will:

- Acknowledge that the concern has been received
- Supply information on relevant support mechanisms
- Advise whether further investigations will take place; or
- Advise that no further action has taken place and why
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**Who to contact**

Head Teacher. Heather Tarrant email: [h.tarrant@brocklewood.nottingham.sch.uk](mailto:h.tarrant@brocklewood.nottingham.sch.uk)

Peter Munro, Chair of Governors e-mail-: [governors@brocklewood.nottingham.sch.uk](mailto:governors@brocklewood.nottingham.sch.uk) or see the office for his phone number

It is felt that it would be unsafe for any reason to share concerns with the named person from your organisation the following are appropriate contacts with whom to discuss your concerns:

The Designated Officer email: [lado@nottinghamcity.gov.uk](mailto:lado@nottinghamcity.gov.uk) Tel: 8762302

**Other support**

**Recognised trade unions or professional associations can provide support and assistance or independent, external advice this can be obtained from the charity Public Concern at Work.**

**Regulatory bodies such as Ofsted also have 'whistleblowing' hotlines. Ofsted's whistleblowing hotline is: 0300 123 3155. The email is [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk).**



# Appendix 1: Template

## Whistleblowing Report Form

### Appendix A

#### Whistleblowing Report Form

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location/Department:** \_\_\_\_\_

**Please give a brief outline of your concern?** (Please give relevant names, dates, locations etc)

**Were there any other witnesses?** If so, please give their full contact details

**Did you take any action at the time?** If so, please outline what action you took

**If you did not take action at the time, please give details as to why you took no action**

**Signed:** .....

**Date:** .....

**Designation: .....**

***To be reviewed September 2017***