



## 3.08

### Whistleblowing

It is important to Silverhill School that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with. The school therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the way in which the school is run.

Silverhill School recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with or within Silverhill School who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the organisation then you should use the procedure outlined below.

- Report any concerns to your line manager. If this is not possible, then report your concerns to Mrs Capper. All employees and those involved with the school should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the school's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to Mr / Mrs Capper.

If you have an issue that you feel you cannot raise with the Headmistress or Principal or that you would rather approach someone not working at the school, the Designated Safeguarding Executive (DSE) – Mr Rob Petty – is the point of contact for all staff, peripatetics and volunteers to go to. The DSE will raise relevant concerns with the Principals, DSO or local authority as appropriate.

- To contact **Rob Petty** - his number can be found on the notice boards around the school
- You can also contact the **LADO** (Local Authority Designated Officer) **Tina Wilson 01454 868 924 / Direct number 01454 868 508**

This policy was adopted by	Silverhill School
Date	January 2018
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Name of signatory	Jenifer Capper
Role of signatory	Head Mistress