

Whistle Blowing Policy

Written: October 2019

Updated April 2021

This policy is made available to the North West community from the school office and also on the school's website

Whistle blowing is the reporting of suspected wrongdoing in the workplace which is regarded as making a disclosure in the public interest. We actively encourage all school personnel and visitors to school to report any serious concerns they may have about any aspect of the school such as, but not exclusively:

- health and safety concerns
- damage to the school environment
- a criminal offence that has taken place or is about to take place
- disobeying the law
- the covering up of a wrong doing
- the conduct of its personnel or others acting on behalf of the school.
- Financial concerns
- Safeguarding concerns

School personnel, supply staff, and students on work experience are protected by law if they make a disclosure on any of the above, that is if they think what they are reporting is true, that they think they are telling the right person and if they believe their disclosure is in the public interest. If the law is broken when a disclosure is made.

We are committed to the highest possible standards of openness, integrity and accountability and this policy details the actions staff may take if they have any concerns

Aims

- To encourage all school personnel to report any serious concerns about any aspect of the school or the conduct of its personnel or others acting on behalf of the school.
- To work with other schools and/or the Local Authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

When a concern has been raised the following procedure will be followed:

Role of the Governing Body

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and school volunteers are aware of and comply with this policy;
- will provide support for a member of staff who has raised a concern;
- will provide support for a member of staff against whom allegations have been made;
- must keep both parties informed of all progress during any investigation;
- will take no action against a member of staff if, after investigation, their concern has not been confirmed;
- will take disciplinary action if a concern is raised frivolously, maliciously or for personal gain;
- has responsibility for ensuring that the school complies with all equalities legislation;
- has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- has responsibility for ensuring funding is in place to support this policy;
- has responsibility for ensuring this policy and all policies are maintained and updated

- regularly;
- has responsibility for ensuring all policies are made available to parents;
- has nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- has responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher/ Deputy Headteacher

The Headteacher will:

- ensure all school personnel and volunteers are aware of and comply with this policy;
- encourage all school personnel to raise any concerns they have regarding actual or potential breaches of duty or a failure by the school;
- provide support for a member of staff who has raised a concern;
- provide support for a member of staff against whom allegations have been made;
- keep both parties informed of all progress during any investigation;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of the Nominated Governor

The Nominated Governor/ Trustee will work closely with the Headteacher to;

- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

The nominated person will, however, act independently to take any necessary action if they receive a whistleblowing disclosure according to the procedure below.

Role of School Personnel

School personnel have a duty to speak out against and report any:

- criminal offence that has been committed, is being committed or is about to be committed;
- person who has failed, is failing or is about to fail compliance with any legal obligation that they are subject to;
- miscarriage of justice that has occurred, is occurring or is likely to occur;
- health and safety issue that has endangered, is endangering or is likely to endanger any person;
- damage to the school environment that has been committed, is being committed or is about to be committed

School personnel, who speak out against and report any of the above, will receive support from the Governing Body. The Governing Body will give support to any member of the school personnel against whom allegations have been made.

School personnel have a duty to the school not to disclose confidential information. However, in accordance with the provisions of the Public Interest Disclosure Act 1998 this does not prevent an employee from seeking independent advice nor discussing their concern with the charity Public Concern at Work.

Raising a Concern

All raised concerns are investigated and every effort is made to ensure confidentiality for all parties.

All concerns should be made to Rabbi Ronen Broder (Deputy Headteacher) and/or Mr David Landy (Governor and Trustee)

Confidentiality

North West London Jewish Day School does not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information. It is also more difficult to establish whether any allegations are credible and have been made in good faith.

Stage 1

- All concerns should be made in person or in writing to the Deputy Headteacher Rabbi Ronen Broder or Mr David Landy (if the concern is regarding them it will be made to the Headteacher who may delegate to a suitable staff member).
- The person raising the concern may wish to receive help from their trade union representative.
- At any future meeting those hearing the concerns on behalf of the school may have a trade union representative or school lawyers present.
- Once a concern has been raised the school should respond within 7 working days.

Stage 2

Concerns will be responded to in writing within 7 working days. The letter will state the following:

- How the concern will be dealt with;
- How long it will take to provide a final response;
- Information on employee support services.

Stage 3

After initial enquiries have been conducted, a decision will be made if an investigation should take place.

The investigation will be either:

- an internal investigation;
- a referral to the police;
- an external independent enquiry.

Stage 4

The employee will be informed in writing of the outcome of the investigation by the Governing Body.

The employee has the right to take their concern to an independent body such as the Independent Schools Inspectorate should be Regional Schools Commissioner I think, Education Funding Agency or the Department for Education if they feel it has not been addressed adequately.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- reports such as the annual report to parents and Headteacher reports to the Governing Body
- Staff meetings at the start of term
- Safeguarding policy

Training

All school personnel have equal chances of training, career development and promotion and will receive training on this policy on induction and through staff meetings at the start of each term which specifically covers:

- the school's whistle blowing procedures
- Confidentiality
- Safeguarding and Child Protection procedures

They will also receive periodic training so that they are kept up to date with new information.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Effectiveness of the Policy

This policy is reviewed each academic year by the Governing Board.