



The Bulwell Academy

Whistle Blowing Policy

Reviewed February 2018

Date of Next Review: February 2020



Whistle Blowing Policy

The Bulwell Academy is committed to the highest standards of openness, probity and accountability. In line with this commitment, the Governors encourage employees with serious concerns about the Academy's work to come forward and voice those concerns.

This policy:

- provides the basis on which employees can raise any concerns that they may have, and receive feedback on action taken;
- gives protection from reprisals or victimisation for 'whistleblowing' in good faith.

There are existing procedures in place that enable employees to raise grievances about their own employment. This policy is intended to cover concerns that fall outside the scope in individual grievances.

The concern may be about something that:

- is unlawful
- is against Academy policies
- amounts to improper conduct
- seems likely to harm a member of the public or the environment
- represents a cover up of these sorts of issues

The Academy recognises that the decision to report a concern can be difficult, not least because of the fear of reprisals from those responsible for the malpractice. The Academy Board of Governors will not tolerate harassment or victimisation and will take all possible measures to protect employees who raise concerns in good faith.

The Academy will protect the identity of employees who raise concerns and do not want their name to be disclosed. It must be appreciated, however that the investigation may reveal the source of the information, and statements made by the employees who raised the issue may be required as part of the evidence.

If an allegation is made in good faith, but is however not confirmed by the investigation no action will be taken against the employee. However, if employees make allegations that are malicious or vexatious, disciplinary action may be taken against them.

HOW IS A CONCERN RAISED?

The earlier employees express their concerns the earlier it is to take action.

As a first step, an employee should normally raise concerns with their immediate supervisor, their supervisor's manager or the Senior Vice Principal.

This depends, however on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice.

Concerns are best raised in writing. This should set out background and history of the concern, giving names dates and places and the reason why the employee is concerned about the situation. An employee who does not feel able to put their concerns in writing can telephone or meet the appropriate manager.

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The action taken by the Academy will depend on the nature of the concern. The matters raised may for example:

- be investigated internally
- be referred to the police
- be referred to the Academy auditor
- require an external investigation

Some concerns may be resolved by agreed action with no need for investigations.

Within two weeks of a concern being raised the Academy will write to the employee who raised the issue:

- acknowledging that the concern has been raised
- indicating how it proposes to deal with the matter and provide a final response
- giving an estimate of how long further investigation will take and if not, why not.

When any meeting is arranged with the employee they will have the right to be accompanied by a work colleague or Trade Union Representative.

The Senior Vice Principal has overall responsibility for the maintenance and operation of this policy.

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