



PREP  
SCHOOLS  
TRUST



**Policy 1.13**

**Prep Schools Trust Whistleblowing Policy**

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**1. Policy Objective:**

1.1 The Trust has adopted this policy and the accompanying procedure on whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about one or more of the following matters they reasonably believe has, is or is likely to be committed.

1.2 This includes:

- Danger to the health and safety of any individual:
- A criminal offence:
- A miscarriage of justice:
- Failure to comply with any legal obligations:
- Damage to the environment: or
- The deliberate concealment of information about any of the above:

1.3 The policy also provides, if necessary, for such concerns to be raised outside the organisation to a legal adviser, to a government Minister, the Department for Education or a person prescribed by the Trust.

1.4 A disclosure to any other person will only be protected under the policy if: The member of staff reasonably believes the information disclosed and any allegation contained in it are substantially true:

1.5 The member of staff does not make the disclosure for the purposes of personal gain;

1.6 The worker believes if raised to the employer either: they will be subjected to detriment, evidence is likely to be concealed or destroyed if raised with the employer or a previous disclosure of substantially the same information has been made; and in the circumstances of the case, it is reasonable for them to make the disclosure.

**2. Elements of the Policy**

2.1 The Trust:

Will not tolerate malpractice;

- Respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively;
- Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
- Will invoke the Trust's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations; and will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff

**3. Procedure**

3.1 This procedure is separate from the Trust's adopted procedures regarding grievances. Employees are encouraged to raise grievances about their personal employment situation.

3.2 This procedure is to enable members of staff to express a legitimate concern regarding actual or suspected wrongdoing within the Trust.

**4. Confidentiality**

4.1 Employees who wish to raise a concern under this procedure may do so confidentially. The Trust will make every effort to keep an employee's identity secret. If it is necessary for anyone investigating an employee's concern to know their identity then this will be discussed with the employee. Any employee who is concerned about possible reprisals if their identity is revealed should contact the HR Manager. The Trust is committed to ensuring that employees who make a disclosure will not suffer any detriment as a result of raising a concern. If there is evidence of criminal activity then the Police and relevant authorities will in all cases be informed.

## **5. The Investigation**

5.1 A member of staff will be at liberty to express their concern to the Head or Deputy or the Trust officers.

5.2 Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the disclosure will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the resolution.

5.3 A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Chief Executive.

## **6. External Procedures**

6.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any actual or suspected wrongdoing in the workplace. The Trust recognises that in extreme circumstances employees may have the right to raise a concern directly with an external body. In most cases a member of staff should not find it necessary to alert anyone externally.

6.2 Where all internal procedures have been exhausted, however, a member of staff shall have a right of access through the Chief Executive to the Trustees if they are still not satisfied that their concern is being properly dealt with.

6.3 The law recognises that in some circumstances it may be appropriate for a member of staff to report their concerns to an external body such as a regulator or the Police. Under no circumstances should an employee approach a commercial body or the media. The Trust encourages any member of staff to seek advice before reporting a concern to anyone external to the Trust as to do so may constitute a breach of confidentiality and could damage the reputation of the Trust. The independent whistleblowing charity, Public Concern at Work, operates a confidential and independent helpline which employees are encouraged to use. They also have a list of prescribed regulators for reporting certain types of concern. They can be contacted through their website, [www.pcaw.co.uk](http://www.pcaw.co.uk).

## **7. Malicious Disclosures**

7.1 False, malicious, vexatious or frivolous accusations will be dealt with under the Trust's Disciplinary Procedure

## **8. Protection from Reprisal or Victimisation**

8.1 No member of the staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they follow this procedure.