

WHISTLEBLOWING POLICY

1. This document sets out Bonneville Primary School's approach to whistleblowing. It should be read in conjunction with Lambeth Council's Whistleblowing Policy, which is appended to this document and has been agreed by the School, as applicable.

Bonneville Primary School encourages all staff and others who work with us to raise any concerns about any aspect of our work.

All staff will be informed of this policy as part of their induction and on-going training. A copy of this policy will be available **on the staff share (T: drive) and in the policies folder kept in the staff room.**

2. Staff have a particular and individual responsibility to bring matters of concern to the attention of the senior leadership team and/or relevant agencies. This responsibility also applies to agency workers, supply staff and anyone working on the school premises.

Areas that should cause concern include but are not limited to:

- Illegal activity
- Fraudulent activity
- Dangerous activity (including activity that breaches the school's Health and Safety policy)
- Abusive or unethical behaviour of any kind (including behaviour that breaches the school's Safeguarding Policies)
- Wasteful or frivolous expenditure or activity

3. Concerns should be raised in the first instance with the Headteacher. Concerns should be put in writing, if possible, giving the background and history (see section 3 of Lambeth policy).

If the issue of concern involves the Headteacher, it should be raised with the Chair of Governors.

4. All concerns raised will be treated in confidence and, as far as possible and reasonable, kept confidential. There will be no repercussion in the case that a concern raised in good faith turns out to be unfounded.
5. Staff who want to use the procedure but feel uneasy about it may initially wish to consult their trade union/professional association and bring a colleague or trade union/professional association representative along to any discussions, assuming the third party is not involved in the issue.
6. Where anonymity is requested efforts will be made to meet the request, where appropriate, but that may not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.
7. This policy is separate from, and additional to, the school's Complaints Policy and Safeguarding Policies. In particular, safeguarding and child protection issues should be reported according to the guidelines set down in those documents.

8. If, for any reason, it is preferred not to raise a concern with the Headteacher or Chair of Governors, then options include but are not limited to contacting Lambeth Council, the independent charity Public Concern at Work, the Audit Commission, or a trade union/professional association (see sections 3 and 6 of Lambeth policy).
9. The action taken by the School will depend on the nature of the concern. To protect individuals and the School, initial enquiries (usually involving a meeting with the individual raising the concern) will be made to decide whether an investigation is appropriate and, if so, what form it should take (see section 4 of Lambeth policy).
10. Within ten working days of a concern being received, the person receiving the concern will write to the staff member acknowledging receipt and:
 - indicating how they propose to deal with the matter;
 - advising whether any initial enquiries have been made;
 - advising whether further investigations will take place, and if not why not;
 - when possible, giving an estimation of how long it will take to provide a final response;
 - inform the individual of the final outcome of the inquiry, where legally possible (see section 4 of Lambeth policy).
11. All concerns raised under this policy will be reported to the next governing body meeting.
12. This policy and procedure will be reviewed and its effectiveness evaluated regularly in the light of issues raised or identified by the Personnel Committee. Revisions to the policy will be agreed by Personnel Committee and reported to the governing body.

Appendix – Lambeth Council Whistleblowing Policy, 2014