



# **St. Augustine's Catholic Primary School Hoddesdon**



## **Whistle Blowing Procedure**

Updated: September 2015

Renewal: September 2016

# MISSION STATEMENT

*We come to school to live and learn happily together  
by loving ourselves and each other as Jesus taught us.*

Our Vision:

We aim to provide our children with an education that prepares them for the responsibilities and opportunities that arise throughout life in the 21<sup>st</sup> Century.

Our active partnership between Home, Parish and the wider community continues to grow with each playing a role in the continual development of our School.

We strive to provide a curriculum that reflects on learning and teaching practice to create a stimulating educational environment that caters for individual needs.

We aim for every person that comes into our school to be touched by our compassionate ethos where the gospel values are seen to be at work.

## Policy Review

The policy was reviewed and agreed by the Governing Body on September 2015.

## **WHISTLE BLOWING PROCEDURE**

### **1. Introduction**

- 1.1 St. Augustine's Catholic Primary School expects the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct
- 1.2 Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Head Teacher any serious impropriety or breach of procedure
- 1.3 This procedure has been introduced following consultation by Hertfordshire County Council with the trade unions and professional associations

### **2. Purpose**

- 2.1 The procedure is designed to enable employees to notify the Head Teacher of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the reputation of the school and to help maintain public confidence
- 2.2 It is a procedure in which the Head Teacher will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure
- 2.3 Concern about a colleague's professional capability should not be dealt with using this procedure

### **3. When should it be used?**

- 3.1 This procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation
- 3.2 Employees who are worried about wrong doing at work do not necessarily have a personal grievance
- 3.3 Employees must act in good faith and must have reasonable grounds for believing the information to be accurate
- 3.4 No employee who uses this procedure in good faith will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns
- 3.5 An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact any of the names listed below for advice.
- 3.6 Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the Chief Internal Auditor for possible investigation. Normally, you must first report any suspicion of such an irregularity to the Head Teacher, who will in turn report it to the Chief Internal Auditor. In most cases, this will be done through your line management structure.

### **4. Mechanism for Raising Concerns**

- 4.1 Where the issue concerns your Head Teacher or, having made your report, you believe he/she has failed to take appropriate action, then you should bring it to the attention of the Chairman of Governors
- 4.2 Employees, who feel unable to follow this route, have the option of contacting one of the names listed below.
- 4.3 Depending on the nature of the concern, the complainant will be asked to do this in writing. It will therefore be helpful to note down any facts and dates as they happen
- 4.4 Employees who want to use this procedure but feel uneasy about it may wish to consult their trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue
- 4.5 Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action
- 4.6 Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible

## **5. What should be done if an issue is raised with a senior member of staff?**

- 5.1 If a senior member of staff (other than the Head Teacher) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Head Teacher

## **6. Examples of Illegal and/or Improper Conduct**

- fraudulent or improper use of the school's money or assets
- abuse of students or of other employees
- dangerous practices at work
- corruptly receiving any gift or advantage
- allowing private interests and those of the school to conflict

## **7. Names to Contact**

Corporate Director (People & Property): Mr Alan Warner  
Tel: 01992 555555

County Secretary's Department: Mr Andrew Laycock  
Tel: 01992 555500

County Internal Audit – Chief Internal Auditor: Mr Chris Kay  
Tel: 01992 555320