SURREY COUNTY COUNCIL

Whistleblowing process flowchart Schools

(to be used alongside the Whistleblowing policy)

Whistleblowing complaint received via Navex Global.

SCC People Consultancy Team forward to SCC Area Schools Relationship Team for **initial enquiry** and **preliminary review***.

Complaint **meets** whistleblowing criteria:

SCC Area Schools Officer (ASO) will contact Chair of Governors (COG) (unless COG is the subject of the complaint) to agree process of investigation and an appropriate investigator at school level.

Complaint **does not meet** whistleblowing criteria:

- SCC Areas Schools Relationship Team inform People Consultancy Team.
- SCC People Consultancy Team log on Navex Global and close the case.

EITHER :
COG investigates complaint **within the timescales set out in the whistleblowing policy.**

OR :
Case is assigned to a different ASO to investigate, supported by People Consultant, **within the timescales set out in the whistleblowing policy.**
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If complainant has waived their right to anonymity, Education service will contact them with advice (where appropriate) on alternative process to follow.

Outcome of investigation sent to ASO who reviews and forwards with Navex response to People Consultant.

Outcome of investigation is agreed with COG before being sent to People Consultant.

NOTE: If the whistleblower submitted a report via Navex Global, an update is made available to them within 14 and 28 days, and at the end of the investigation.

If the whistleblower has chosen to remain anonymous, they will need to contact their original reporting route (either the senior officer who they originally approached or Navex Global) in order to receive their update.

People Consultant logs outcome on Navex Global and attaches investigation report before closing the case on the system.

- Matters of a criminal nature will be reported to the Police, after consultation with Internal Audit and where necessary the LADO.
- Allegations of financial impropriety will be referred to Internal Audit before any other action is taken.
- Concerns which indicate unlawful activity will be referred to the Council's Monitoring Officer.

In circumstances where a situation warrants that SCC requires an ASO to investigate a complaint, the cost of the investigation will not be charged to the school.