



Whistleblowing Policy

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Introduction

1. The staff and the Management Committee of North West Surrey Short Stay School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. The school has adopted Surrey County Council's 'Speaking Out' whistleblowing policy allowing employees, and others that we deal with, who have serious concerns about any aspect of school business to come forward and voice those concerns. This policy has been established to act as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation into the matter to bring it to a satisfactory conclusion. The policy allows for recourse to an external agency outside the management structure of the school.
2. The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance, which would be dealt with under the Grievance Policy.
3. Throughout this policy, the term whistleblower denotes the person raising the concern or making the complaint.

How to raise a concern?

4. As a first step, the whistleblower should normally raise concerns internally to allow those school staff and Management Committee members in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.
5. The school has designated a number of individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

Position

Headteacher
Chair of Management Committee

Contact details

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Should a safeguarding concern be raised about a member of staff, concerns should be raised with the Headteacher. Should the concern be regarding the Headteacher, then these concerns should be raised with the Chair of the Management Committee. Where the Chair or the Head is unavailable, then concerns can be further raised with the Local Authority Designated Officer (LADO) whose details can be found here:

<https://surreyscp.org.uk/professionals/dealing-with-allegations-against-people-working-with-children/>

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6. While concerns will usually be raised internally, the Council recognises that staff may feel unable to do this, and that they may wish to contact an independent, external organisation, such as Navex Global, in order to report something. Navex Global is an external and independent organisation which specialises in providing a confidential hotline service for whistleblowing and can be contacted any time, night or day, in complete confidence with any relevant concerns. The call will not be traced or monitored. Freephone: 0800 069 8180.

How will the matter be progressed?

7. The individual(s) in receipt of the information or allegation (the investigating officer(s)) will carry out a preliminary investigation. This will seek to establish facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example, involvement of other members of school staff, legal or personnel advisors, the police, the DfE and Surrey County Council.
8. Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Management Committee, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.
9. The whistleblower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the Management Committee and Surrey County Council.
10. If the whistleblower is dissatisfied with the conduct of the investigation or the resolution of the matter, or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the investigating officer(s), the Management Committee and/or directed to Surrey County Council.

Respecting confidentiality

11. Wherever possible, the North West Surrey Short Stay School seeks to respect the confidentiality and anonymity of the person raising the concern and will, as far as possible, protect him/her from reprisals. The school will not tolerate any attempt to victimise the whistleblower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

Conclusion

12. Existing good practice within the North West Surrey Short Stay School, in terms of its systems of internal control, both financial and non-financial, and the external regulatory environment in which the school operates, ensure that both cases of suspected fraud or

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impropriety rarely occur. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and be actioned.

Whistleblowing process flowchart Schools

(to be used alongside the Whistleblowing policy)

