Kings Road CPS

Whistleblowing Policy

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Excellence, in every area without compromise

Introduction

The staff and governors of Kings Road Primary School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. In the event that members of the school staff, parents, governors of the school community at large become aware of activities which give cause for concern Kings Road Primary School has established the following whistle blowing policy, or code of practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of this matter to bring it to a satisfactory conclusion.

Throughout this policy, the term *whistleblowe*r denoted the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with terminology used by Lord Nolan as recommended in the *Second Report of the Committee of Standards in public life*: *Local Spending Bodies* published in May 1996.

Kings Road Primary School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. Kings Road Primary School recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the school environment but also has recourse to an external party outside the management structure of the school.

Kings Road Primary School is committed to creating a climate of trust and openness so that a person or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

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 Kings Road Primary School grievance procedures.

When might the *whistleblowing* policy apply?

The type of activity or behaviour which Kings Road Primary School considers should be dealt with under this policy includes:

- Manipulation of accounting records and finances
- Inappropriate use of school assets or funds
- Decision making for personal gain
- Any criminal activity
- Abuse of position
- Fraud or deceit
- Serious breach of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)

What Action should be taken by the *whistleblower*

Kings Road Primary School encourages the *whistleblower* to raise the matter internally in the first instance and allow those school staff and governors in positions of responsibility and authority to right the wrong and give an explanation for the behaviour or activity.

Kings Road Primary 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.

Name and Position

- Mrs D Morgan – Head Teacher
- A. Akbar - Chair of Governors

The *whistleblower* may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected whenever possible.

Alternatively if the *whistleblower* considers the matter too serious or sensitive to raise within the internal environment of the school should be directed in the first instance to the Councils Head of Audit.

The Council has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the *whistleblower*. The Council will ensure relevant officers of the Department for Education and Employment are informed as appropriate.

In addition information and advice can be obtained from the charity Public Concern at Work. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Public Concerns at Work
Suite 306
16 Baldwin Gardens
London
EC1N 7RJ

Telephone Number 020 7404 6609

How will the matter be progressed?

The individual in receipt of the information or allegation (the investigating officer) will carry out a preliminary investigation. This will seek to establish the 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 the school staff, legal or personnel advisors, the police, the Department for Education and Employment, the Council.

Records will be kept of the work undertaken and the actions taken throughout the investigation. The investigating officer/s, possibly in conjunction with the Governing body, 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.

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 matter will be reported to the Governing Body and the Council.

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 officers, the governing body and or directed to the Council.

Respecting Confidentiality

Wherever possible Kings Road Primary School seeks to respect the confidentiality and anonymity of the *whistleblower* and will as far as possible protect him/her from reprisals. Kings Road Primary School will not tolerate any attempt to victimise the *whistleblower* or attempts to prevent concerns being raised and will consider any disciplinary or corrective action appropriate to the circumstances.

Raising unfounded malicious concerns

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

Conclusion

Existing good practice within Kings Road Primary School in terms of internal control both financial and non financial and the external regulatory environment in which the school operates ensure that cases of suspected fraud or impropriety rarely occur. This whistleblower 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 will be actioned.

Reviewed: October 2026