

# Whistleblowing Policy (including confidential reporting procedures)

## Myton School



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## Whistleblowing Policy (including Confidential Reporting Procedures)

### 1. Introduction / Aims

- 1.1 It is important that any alleged fraud, misconduct or wrongdoing by employees is reported and properly dealt with. All staff are encouraged to raise any genuine concerns that they may have about a risk, malpractice or wrongdoing at work which may affect students, the public and staff at the earliest reasonable opportunity.
- 1.2 The aim of this Policy is to:
  - i. provide an opportunity for employees to raise genuine concerns internally and receive feedback on any action taken including indicating how the matter can be taken further if there is dissatisfaction with the Trust Board response;
  - ii. Assure staff that they will not be victimised for raising a legitimate concern through the steps set out in the policy, even if they turn out to be mistaken (though vexatious or malicious concerns may be considered a disciplinary issue)
  - iii. put in place relevant support measures for individuals using the reporting procedures.
- 1.3 The objective of this Policy is the facilitation of this aim. By providing suitable arrangements and undertakings, individuals will feel confident that raising a concern is the right decision and that they will not experience any victimisation as a result of making a disclosure. This Policy therefore sets out the way in which individuals may raise any concerns that they have and how those concerns will be investigated and dealt with in a timely and effective manner.
- 1.4 This Policy contains a cross reference to the Trust's anti-bribery and corruption guidance. Employees and associated persons (as defined in the statement) are expected to report any concerns regarding suspected bribery in accordance with the schools' whistleblowing procedures contained in Appendix 4 of this Policy.

### 2. Definitions

- 2.1 'Employee' means any person who has entered into and works under a contract of employment undertaking to do or perform personally any work or service for the Trust, other than a person who is genuinely self-employed;
- 2.2 'Worker' means any person who can be defined as an employee or who may be under a contractual obligation to a third party to undertake work or service for the Trust.
- 2.3 'Detrimental treatment' includes being disadvantaged, unfairly penalised, disciplined or subjected to any other detriment (including termination of the worker's contract, where he or she is not an employee). A worker has the right not to be subjected to any detriment by his or her employer done on the ground that he or she has made a protected disclosure. In addition, whistle blowers are protected from suffering a detriment, bullying or harassment from another worker;
- 2.4 'Protected disclosure' means the same as a 'qualifying disclosure';
- 2.5 'Qualifying disclosure' means a disclosure which is made in the public interest by a worker who has a reasonable belief that:
  - i. a criminal offence;
  - ii. a miscarriage of justice;

- iii. an act creating risk to health and safety;
- iv. an act causing damage to the environment;
- v. a breach of any other legal obligation; or
- vi. concealment of any of the above;

is being, has been, or is likely to be, committed.

- 2.6 'Whistleblowing' means the making of a protected disclosure which in the reasonable belief of the worker tends to show the type of conduct set out at 7.10 below. The Trust's preference is for such matters to be raised confidentially within the school in accordance with the provisions of this Policy. Such conduct will also include any illegal, immoral, irregular, dangerous or unethical activity under their employer's control. This can cover a broad range of matters, including mismanagement, bribery, fraud and health and safety failures.
- 2.7 Not all concerns about the Trust count as whistle-blowing. For example, personal staff grievances such as bullying or harassment do not usually count as whistle-blowing. If something affects a staff member as an individual, or relates to an individual contract, this is likely a grievance. When staff have a concern they should consider whether it would be better to follow our staff grievance procedure

### **3. Legislation**

The requirement to have clear whistle-blowing procedures in place is set out in the Academy Trust Handbook.

This policy has been written in line with the above document, as well as government guidance on whistleblowing. We also take into account the Public Interest Disclosure Act 1998.

### **4. Related Policies and Documents**

- Anti-Bribery and Corruption Guidance
- Expense Policy
- Data Protection Policy;
- Privacy Notices
- Disciplinary Policy;
- Grievance Policy;
- Safeguarding and Child Protection Policy;
- Capability Policy (Teacher and Support staff versions);
- Performance Management Policy;
- Code of Conduct
- Harassment and Bullying Policy
- Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

### **5. Rationale**

- 5.1 The Trust is committed to the highest possible standards of openness, probity and accountability and to tackling wrongdoing. In line with that commitment the Trust

encourages all its employees/workers with serious concerns about any aspect of the Trust/Individual Academy work to use the Policy to raise those concerns which will be given due consideration and dealt with in an appropriate manner as provided by the legislation in this area and this Policy.

- 5.2 Whistleblowing is important as it encourages openness, transparency and public integrity. It is also important in respect of safeguarding health and safety and protecting against bribery and corruption.
- 5.3 Implementing good practice in the context of whistleblowing will help the Trust to comply with the legislation by protecting employees from dismissal and detriment short of dismissal for making a protected disclosure.
- 5.4 Whistleblowing is also critical to quality control, risk management and good governance. It can benefit the Trust by the provision of information about problems within the organisation. Employees are often in the best position to know about malpractice within an organisation.
- 5.5 Good practice can encourage employees to make a report about wrongdoing to their employer rather than to a third party. Where an individual makes an internal disclosure, this gives the employer the chance to deal with the matter before it escalates, thereby helping to avoid an embarrassing external disclosure.
- 5.6 Having effective arrangements for reporting concerns about wrongdoing is therefore likely to encourage the supply of information about organisational problems, deter external disclosures and help the Trust to demonstrate that it has adequate procedures in place should it be investigated for bribery.

## **6. Scope of the Policy**

- 6.1 This Policy has been adopted by the Trust and applies to all employees of the organisation. Other individuals performing functions in relation to the organisation, such as agency workers and contractors, are encouraged to use it.
- 6.2 It is not necessary for an employee or individual to have proof that such an alleged act is being, has been, or is likely to be, committed, a reasonable belief is sufficient. An employee has no responsibility for investigating the matter it is the responsibility of the LGB to ensure that an investigation takes place.
- 6.3 An employee who makes a protected disclosure has the right not to be dismissed or to be subjected to any other detriment or victimised, because he/she has made a disclosure.
- 6.4 The Trust encourages employees to raise their concerns using the procedures set out in this Policy in the first instance. If an employee is not sure whether or not to raise a concern, he/she should discuss the issue with his/her immediate line manager.
- 6.5 This Policy should not be used to raise issues relating to employment terms and conditions. The Trust has procedures in place by which grievances relating to employment can be lodged or a complaint may be made under the bullying and harassment procedures. Equally, there are also complaints and disciplinary policies in place. Employees should be aware that if they decide to raise a concern related to their own employment at an Employment Tribunal, they will be required to raise this as a grievance with their employer in the first instance and internal procedures should be exhausted in advance of an application to an Employment Tribunal being made.

## **7. Core Principles**

- 7.1 Everyone should be aware of the importance of preventing and eliminating wrongdoing at

work. Employees should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

- 7.2 Any matter raised under the procedures contained within this Policy will be investigated thoroughly, promptly and confidentially and the outcome of the investigation reported back to the employee who raised the issue.
- 7.3 No employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employer will not be prejudiced because he/she has raised a legitimate concern.
- 7.4 Victimisation of an employee for raising a qualified disclosure will be a disciplinary offence.
- 7.5 Maliciously making a false allegation will be a disciplinary offence i.e. unfounded allegations where there is no supporting proof and no evidence that shows that the matter actually occurred and that it was made in a way which is motivated by wrongful, vicious, or mischievous purposes.
- 7.6 An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, an employee should not agree to remain silent.
- 7.7 If misconduct is discovered as a result of any investigation under the procedures contained within this Policy, schools' disciplinary procedure will be used, in addition to any appropriate external measures.
- 7.8 The confidential reporting procedure is intended primarily to cover concerns that fall outside the scope of other procedures and in some instances to provide a clear and speedy route for investigation of issues that may inform the disciplinary procedure.
- 7.9 Any employee who makes an allegation that turns out to be unfounded will not be penalised for being genuinely mistaken; if, however, the allegation is proven to have been made with malicious intent, as defined above in 6.5, then it should be understood that this is a disciplinary offence.
- 7.10 Particular instances of misconduct or wrongdoing may relate to:
  - i. any unlawful act, whether criminal or a breach of civil law;
  - ii. maladministration, as defined by the Local Government Ombudsman;
  - iii. breach of any statutory Code of Practice;
  - iv. breach of, or failure to implement or comply with the Financial Regulations or Standing Orders;
  - v. breach of contract;
  - vi. any failure to comply with appropriate professional standards;
  - vii. fraud, corruption, dishonesty or the abuse of public funds;
  - viii. actions which are likely to cause physical danger to any person, or to give rise to a risk of significant damage to property;
  - ix. sexual or physical abuse of pupils or members of staff;
  - x. loss of income to the school;
  - xi. abuse of power, or the use of the school powers and authority for any unauthorised or ulterior purpose;

- xii. discrimination in employment or in the provision of education;
- xiii. any other matter which cannot be raised under any other procedure;
- xiv. an attempt to cover up any of the above.

7.11 The above list is not exhaustive and further advice can be taken from Public Concern at Work, (see Appendix 1 paragraph 7.5) if an employee is unclear as to whether the use of this Policy is appropriate to their particular circumstances.

7.12 Where an employee wishes to make a disclosure about possible misconduct by a colleague, Manager or Headteacher, or about a health and safety issue, they should follow the procedures laid down in Appendix 1 to this Policy.

7.13 Where an employee wishes to make an allegation about safeguarding issues concerning a child, young person or vulnerable adult, they should follow the procedures laid down in the Safeguarding Policy.

## **8. Equality Analysis**

8.1 By virtue of the provisions of the Equality Act 2010, the Trust has a duty to have due regard to the need to:

- i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- ii. advance equality of opportunity between people of different groups;
- iii. foster good relations between people from different groups.

8.2 In implementing this Policy and associated procedures, the Trust will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

8.3 Where necessary a full equality impact assessment will be undertaken.

## **9. Improving the well-being of Children**

9.1 In implementing this Policy the Trust will ensure that it fulfils the requirements of the Children Act 2004 to improve the well-being of children. The Trust aims to ensure that all its pupils, whatever their background or their circumstances, have the support they need to:

- i. be healthy;
- ii. stay safe;
- iii. enjoy and achieve;
- iv. make a positive contribution;
- v. achieve economic well-being.

## **10. Implementation, Monitoring and Review**

10.1 The Trust Board and Headteacher have responsibility for this Policy and for ensuring that:

- i. appropriate procedures are in place and are implemented;
  - ii. any concerns and any action taken are reported to the Chair of Governors; and
  - iii. all school employees are aware of their rights and duties under the Public Interest Disclosure Act.
- 10.2 The Trust Board has overall responsibility for this Policy and for monitoring and evaluating its implementation and impact.
- 10.3 The Chair of Trustees will report to the Trust Board at the first meeting of the Committee of each academic year whether any disclosures were made under the procedures appended to this report during the previous year.
- 10.4 At the end of an investigation, the LGB Chair of Governors will, as far as is possible and with due regard to third party rights, inform the employee making the allegation of the outcome. If the decision is that no action be taken, the reasons for this decision will be made known to the employee making the allegation.
- 10.5 This Policy will be reviewed every two years and updated, as applicable, to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations.



## **Appendix 1 - Confidential Reporting Procedures**

### **1. Disclosure**

- 1.1 Any employee knowing or suspecting that another employee, a contractor or any other person connected with the school is responsible for malpractice or misconduct as outlined in paragraphs 7.10, 7.12 and 7.14 of this Policy, must use the procedures set out in this appendix.
- 1.2 Under no circumstances should an employee suspecting malpractice or misconduct inappropriately make the matter public; such an action may itself be considered to be misconduct and expose the employee concerned to disciplinary action.
- 1.3 The preferred procedure to be followed is to contact the immediate line manager, a member of the Senior Leadership Team (SLT), Headteacher or Chair of Trustees, possibly via another member of staff or their trade union representative and arrange a meeting. The Model Whistleblowing Form (Appendix 3) may be used.
- 1.4 If the allegation concerns the Headteacher, the employee should contact the Chair of Trustees.
- 1.5 Different procedures (Safeguarding and Child Protection Policy) cover allegations of abuse of children, young people and vulnerable adults and should be used in such cases, including initially reporting all such allegations to the Designated Safeguarding Lead (DSL) or safeguarding team in the Trust or the Local Authority Designated Officer (LADO).
- 1.6 All communications between the employee making the allegation and the Trust will be to the employee's home address, unless otherwise agreed with the employee.
- 1.7 Model Whistleblowing Form (Appendix 3):
  - i. The legislation protecting individuals who make a protected disclosure applies not only to employees but also to any person who undertakes to do or perform personally (or otherwise) any work or service for the employer, regardless of the nature of the contractual relationship between them.
  - ii. While there is no set method through which an employee must make a protected disclosure, it is good practice to provide a form for him or her to set out the disclosure. This allows the school to identify an issue as a formal public interest disclosure before invoking its whistleblowing procedure.
  - iii. The form also has the advantage of prompting an employee to provide details of his or her concerns, such as examples of the dates and times of when the wrongdoing is alleged to have taken place, and what action the employee would like to see taken. The form may also prompt the employee to think about whether or not the issue is serious enough to warrant invoking the whistleblowing procedure in the first place and allow the school to distinguish between a genuine public interest disclosure and a personal grievance that would be better dealt with under its grievance procedure.

- iv. The form is also designed to allay any concerns that the employee may have that individuals implicated in the wrongdoing, (for example, his or her line manager) will be involved in the investigation.

## **2. Initial Interview**

- 2.1 The Headteacher, or a member of SLT (or Chair of Trustees where the allegation concerns the Headteacher) will arrange an interview with the employee making the allegation. A member of the HR team may also be in attendance. The interview will be arranged at a time and place which will ensure confidentiality and may therefore be held away from the premises.
- 2.2 Where the employee making the allegation agrees, this interview will take place in the presence of a witness. The employee may be accompanied by a work colleague or their trade union representative.
- 2.3 The Headteacher / SLT member or Chair of Trustees will take a full note of the allegation. The Headteacher / SLT member or Chair Trustees will provide the employee making the allegation a copy of the note within five clear working days of the interview. The Headteacher / SLT member or Chair Trustees will invite the employee making the allegation to clarify any matter or record a disagreement with the note. The Headteacher / SLT member or Chair Trustees will then ask the employee making the allegation to sign a copy of the note and return it.
- 2.4 Within five clear working days of the interview the Headteacher / SLT member or Chair Trustees, will write to the employee making the allegation:
  - i. acknowledging that the allegation has been received;
  - ii. providing the note of the initial interview;
  - iii. giving an estimate of how long it will take to provide a final response;
  - iv. outlining whether any initial enquiries have been made;
  - v. clarifying whether further investigations will take place, and, if not, why not;
  - vi. where an investigation is to be made, indicating how it will be dealt with and where possible who the investigating officer will be.

## **3. Investigation**

- 3.1 Where there appears to be some substance in the disclosure, the Headteacher / SLT member or Chair Trustees will arrange an investigation into the allegation, except where:
  - i. the disclosure suggests criminal activity may be involved, in which case paragraph 4.1.i of this procedure will apply;
  - ii. the allegation concerns weak management rather than malpractice. In this case, with the agreement of the employee making the allegation, the Chair of Trustees will report the matter to the Headteacher or the Headteacher / SLT member will deal with this directly and will inform the employee making the allegation that the matter will be handled through the normal line management structure. If the allegation concerns the Headteacher, the Chair of Trustees will undertake the investigation. If the allegation concerns the Chair of Trustees the Vice Chair should attempt to investigate in the first instance so an Academy response can be given to the matter. The Vice Chair should seek guidance from the Trusts HR department.

- 3.2 The nature of the investigation will depend on the type of allegation i.e. police matter (with potential criminal allegations) or internal safeguarding/conduct matter. The LGB Chair of Governors of Governors will be advised of the approach to match these circumstances as a consideration of the timings may be necessary. For example; if there were a police investigation this might need to be concluded before an internal investigation commences. Once the investigation is able to proceed the LGB Chair of Governors should seek guidance from Trusts HR Consultant.
- 3.3 The Headteacher / SLT member or Chair Trustees may, at his/her discretion ask the Trusts HR department to conduct the investigation after speaking to the Headteacher.
- 3.4 In some cases the Headteacher / SLT member or Chair Trustees or trustees may consider it appropriate to suspend the employee, who may be the subject of allegations 'without prejudice' to allow the impurity of the evidence being investigated or there is a possible risk of harm to children posed by an accused person needs, which needs to be effectively evaluated and managed in respect of the child(ren) involved in the allegations. **Suspension must not be an automatic response when an allegation is reported.** If the Academy is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the LADO or police but suspension is highly unlikely to be justified on the basis of such concerns alone.

Suspension should only be considered in a case where there is cause to suspect a child or other children at the Academy is or are at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person should not be suspended automatically, or without careful thought being given to the particular circumstances of the case. Academies must consider carefully whether the circumstances of the case warrant a person being suspended from contact with children at the Academy until the allegation is resolved, and should seek advice from the Trusts HR department.

#### **4. Action**

- 4.1 Where the investigation shows there is a prima facie case for taking some action, the following will apply:
  - i. if the Headteacher / SLT member or Chair Trustees suspects that a criminal offence has taken place, he/she will inform the police, having taken advice as necessary. In this case, any internal investigation will be postponed until the police investigation and any criminal proceedings which may arise, have been completed;
  - ii. otherwise the action to be taken at the end of the investigation will be covered by other policies and procedures, (for example the Disciplinary Policy) and will not be dealt with here.

#### **5. Response**

- 5.1 The length of time over which the investigation will be carried out will vary, but should be as short as is consistent with a thorough approach. If the investigation is prolonged, the Headteacher / SLT member or Chair Trustees will report to the employee making the allegation at regular intervals. All allegations must be investigated as a priority so as to avoid any delay. Target timescales are shown below for different actions in the summary description of the process. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation, but these targets should be achieved in all but truly exceptional cases. It is expected that 80 per cent of cases should be resolved within one month, 90 per cent within three months, and all but the most exceptional cases should be completed within 12 months.

For those cases where it is immediately clear that the allegation is unfounded or malicious then it is expected that they should be resolved within one week. Otherwise it may need a full investigation to determine this. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the Headteacher to deal with it, although if there are concerns about child protection, the Chair/Headteacher should discuss with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the head teacher should institute appropriate action within 3 working days.

- 5.2 At the end of the investigation, the Headteacher / SLT member or Chair Trustees will, as far as is possible and with due regard to third party rights, inform the employee making the allegation of the outcome. If the decision is that no action be taken, either because the allegation has not been made out or it concerns weak practice, (see paragraph 3.1ii of the procedure), the reasons for this decision will be made known to the employee making the allegation.

## **6. Appeal**

- 6.1 Any appeals against the decisions of the Headteacher will be made to the Trust Board who will form a panel to hear an appeal. Whilst advocated as good practice there is no statutory requirement to hold an appeal.
- 6.2 Depending on the nature of the matter raised, if the employee reasonably believes that the appropriate action has not been taken following 6.1, he/she may consider reporting the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:
- i. HM Revenue & Customs;
  - ii. the Financial Services Authority;
  - iii. the Office of Fair Trading;
  - iv. the Health and Safety Executive;
  - v. the Environment Agency;
  - vi. the Office for Standards in Education, Children's Services and Skills, click <https://contact.ofsted.gov.uk/onlinecomplaints>
  - vii. the Director of Public Prosecutions; and
  - viii. the Police/Serious Fraud Office.

## **7. Safeguards**

### **7.1 Harassment or Victimisation**

- i. The Trust recognises that the decision to report a concern can be a difficult one to make not least because of fear of reprisal from those responsible for the malpractice. The school will not tolerate harassment or victimisation in any form and will take action and put in place support measures to protect employees who raise a concern. Disciplinary procedures are already in place to address any potential attempts at harassment or victimisation.

- ii. It is accepted by the Trust that employees may feel concerned that by raising areas of concern, their future careers may be detrimentally affected. This will not be the case and those raising concerns in the public interest can be assured that those concerns will be treated with the utmost respect and will play no part in future decisions related to an employee's progress or promotion.
- iii. If an employee who raises a concern is already the subject of disciplinary, redundancy or similar procedures, confidential reporting will not halt these procedures but every effort will be made on the part of the investigating officer to ensure that the issues are not inter-related or connected in any way.

## **7.2 Confidentiality**

All efforts will be made to protect an employee's identity when they raise a concern and do not want their name to be disclosed; however, it must be appreciated that the investigation process may reveal the source of the information and a written statement by the employee may be required as part of the evidence, especially if the next step is a police investigation and prosecution.

## **7.3 Anonymous Allegations**

- iv. The Trust accepts that employees will raise genuine concerns that are based on factual evidence or direct observation. With this in mind, employees are encouraged to put their names to any allegation. Concerns expressed anonymously are much less powerful and far more difficult to investigate and prove, however, they will be considered at the Trusts' discretion.
- v. In deciding whether to investigate an anonymous allegation, it will be necessary to consider the seriousness of the allegation, its validity and whether evidence can be obtained in order to proceed with an investigation. In making this consideration the factors to be taken into account would include:
  - the seriousness of the issues raised;
  - the credibility of the concern; and
  - the likelihood of confirming the allegation from other sources in the face of a denial from the accused person(s).

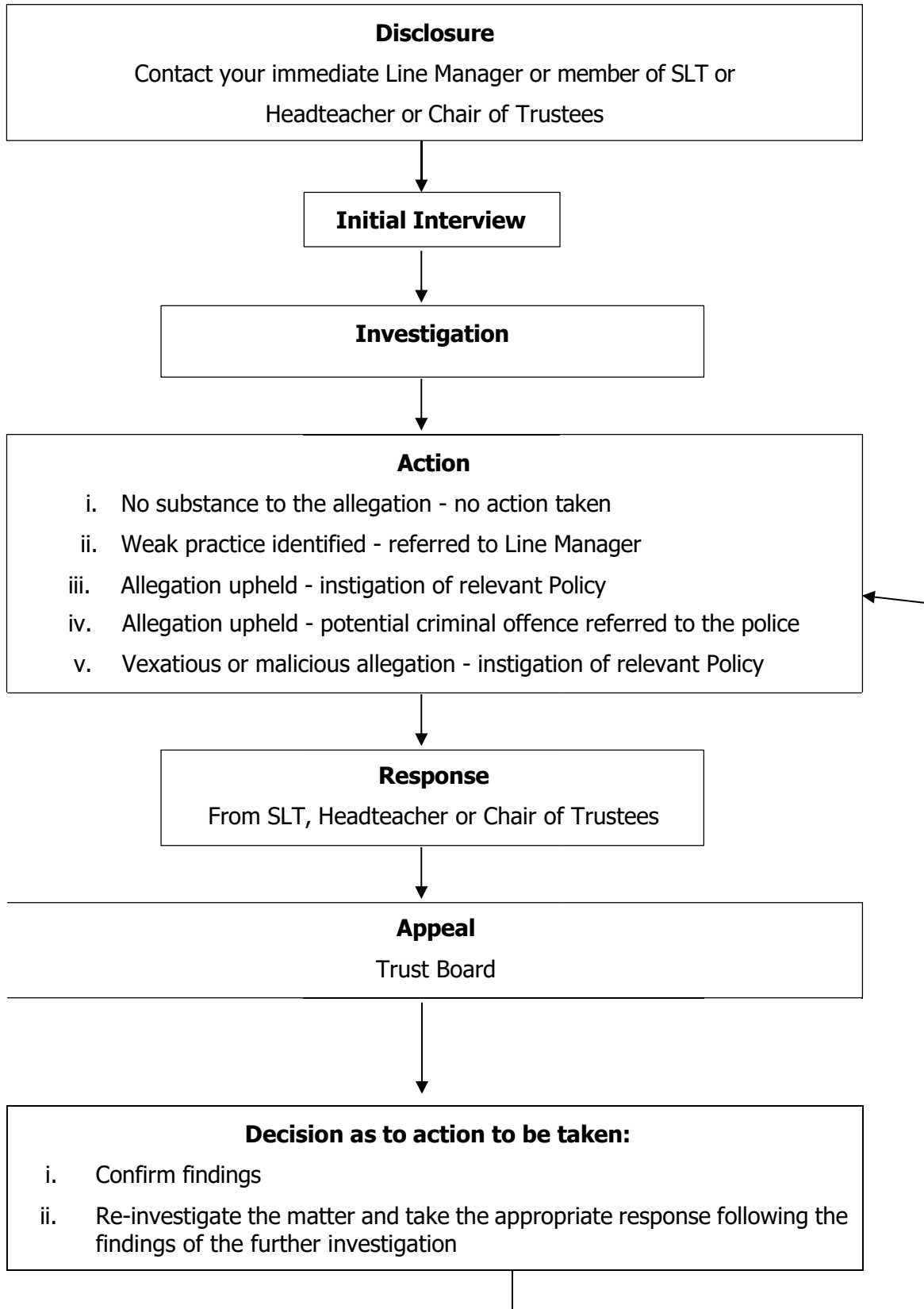
## **7.4 Untrue Allegations**

- vi. If employees make an allegation without personal gain, which is based on evidence, observation or a series of unexplainable instances, but it is not confirmed by the investigation, no action will be taken against that employee who will be fully supported after the event. If, however, employees make malicious or vexatious allegations, disciplinary action may be taken.
- vii. Equally, if malicious allegations are made against the employee, the Trust will ensure that the employee is fully supported and that appropriate disciplinary action is taken against the person making the malicious allegations.

## **7.5 Further Information for Employees**

There may be circumstances when employees wish to seek independent advice before raising a concern internally. The charity Public Concern at Work (PCaW) provides free confidential advice to workers who have concerns about wrongdoing in the workplace and can be found at [www.pcaw.co.uk](http://www.pcaw.co.uk) / [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk).

## Appendix 2 - Confidential Reporting Procedure - Internal Procedures Flowchart



## Appendix 3 - Model Whistleblowing Form

### Making a Public Interest Disclosure (Whistleblowing)

#### Guidance

This form is intended for use by any individual working in the Trust (including contractors, agency workers and volunteers) who wishes to raise an issue about wrongdoing.

This form should be used to report wrongdoing within the Trust, (for example, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the Whistleblowing Policy or Grievance Procedure, please read the Whistleblowing Policy, which provides examples of the issues that should be reported using this form. If, having read the Whistleblowing Policy, you remain unsure about which procedure to use, please consult the Headteacher, member of SLT or HR department.

Once you have submitted this form, the whistleblowing procedure will be invoked. This will result in an investigation, which could involve anyone, (for example, your line manager) you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the organisation will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to the Headteacher/Chair of Trustees in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

### Formal Public Interest Disclosure (Whistleblowing)

<b>Employee's name:</b>	
<b>Employee's job title:</b>	
<b>Employee's department:</b>	
<b>Date:</b>	
<b>Does your public interest disclosure relate to your line manager?</b>	Yes / No
<b>Summary of disclosure:</b>	

Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.

**Individuals involved:**

Please provide the names and contact details of any people involved in your concerns, including witnesses.

**Outcome requested:**

Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.

**Declaration:**

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the organisation taking disciplinary action against me.

**Form completed by:**

**Signature:**

**For completion by the school:**

Date form received:

Name of recipient and job role:

Signature:



