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**St Ignatius Primary School**

**Whistleblowing Policy**

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| Status | Statutory |
| Date written | DECEMBER 2024 |
| Date to be reviewed  | DECMEBER 2026 |

**1 Preamble**

The school is a Catholic school, founded by and forming part of the Catholic Church. In addition to the Church’s funds which established the school, it is sustained in its mission by receipt of public funds. Accordingly it is accountable to the Catholic community of which it is a part and which provided the school and to the public whose funds it expends.

The school is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees and others with whom we deal, who have serious concerns about any aspect of the school’s work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

This policy makes it clear that you can do so without fear of victimisation, discrimination or disadvantage. This policy is intended to encourage and enable employees to raise serious concerns within the school in the first instance so that it is not necessary to resort to outside agencies.

**2 Aims and Scope of this Policy**

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

* conduct which is an offence, a breach of the law or contrary to Church teaching;
* disclosures related to miscarriages of justice;
* health and safety risks, including risks to the public as well as other employees;
* damage to the environment;
* the unauthorised use of public or Church funds;
* possible fraud and corruption;
* abuse of students; or
* other unethical or immoral conduct.

Thus, any serious concerns that you have about any aspect of service provision or the conduct of employees or governors of the school or others acting on behalf of the school can be reported under this policy. This may be something that makes you feel uncomfortable in terms of known standards, your experience or the values, beliefs and standards to which the school subscribes; is against the school’s trust deed or instrument of government or policies; falls below established standards of practice; or amounts to improper conduct.

**3 Safeguards**

The school will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Any investigation into allegations of potential malpractice will not influence you or be influenced by any disciplinary or redundancy procedures that might affect you.

**4 Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. You also have a duty to observe this confidentiality.

**5 Anonymous Allegations**

You are encouraged to put your name to your allegation wherever possible. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the school. In exercising this discretion the factors to be taken into account will include:

* the seriousness of the issue raised;
* the credibility of the concern and
* the likelihood of confirming the allegation from attributable sources.

**6 Untrue Allegations**

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against you.

**7 How to Raise a Concern**

If you reasonably believe that you have discovered serious malpractice within the school you should ideally raise these concerns with your line manager. However, if, for whatever reason this is not possible or appropriate, you should contact the headteacher.

You will be given the opportunity to discuss your suspicions and an appropriate person will be designated as investigating officer, who will arrange for an investigation to take place.

If you suspect that the headteacher may be involved in the malpractice then you should contact the chair of the governing body. If you also suspect involvement by the chair, then you should contact the Diocesan Director of Education.

Within ten working days of your initial meeting, the investigating officer will write to confirm the details of your concern and that an investigation will take place. Throughout the investigation, you will be kept informed of progress and you will normally be advised of the eventual outcome, subject to third party rights. All correspondence will be addressed to your home. If a meeting is needed, it may be arranged off site if you wish, and a union representative or a friend may accompany you. Although records will need to be kept as the enquiries progress, these will be of an anonymous nature.

There can be no prescribed time limits for completion of the investigative process, but it will obviously be in the interests of all concerned if the issue is resolved without delay.

If you have any complaint about the way in which the investigation is being handled then you should raise this with the designated investigating officer in the first instance. If the complaint remains unresolved then you may contact the Diocesan Director of Education with your concerns.

When the investigation is complete a report will be presented to the governing body, which will decide upon the appropriate course of action. Subject to any relevant legal constraints, you will be informed of the action to be taken. If you do not agree with the outcome then you will have seven days in which to make your concerns known to the governing body, via the chairman. If you remain dissatisfied with the response from the governing body, then you may consider contacting the Secretary of State for Children, Schools and Families, who has the power to intervene if the governing body appears to be acting unreasonably. You should be aware, however, that this course of action could have serious implications for the school.

At no stage should you contact the media without the written permission of the Chairman of the Governing Body. Such action would be a breach of confidentiality and could result in disciplinary proceedings against you.

**8 List of Contacts**

*This should include names and telephone numbers:*

***Headteacher***

*C.J. Bonner*

*02088002771*

***Chair of the Governing Body***

*Mr v Carroll-Battaglino*

*vfcarroll@gmail.com*

***Clerk to the Governing Body***

*Ms V Freeman*

*vfreeman@st-igs.haringey.sch.uk*

Director of Education Secretary of State for Children,

Archdiocese of Westminster Schools and Families

Vaughan House Department for Education and Skills

46 Francis Street Sanctuary Buildings

London SW1P 1QN Great Smith Street

020 7798 9005 London SW1P 3BT

 020 7925 5000

**Appendix 1: GRP1 FORM**

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| **Submitted by** | **Name:** |  |
|  | **Job Title:** |  |

1. I wish to formally complain about the behaviour, conduct or decisions of:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  | Parents |
|  |  |  |  |
|  |  |  | Pupils |
|  |  |  |  |
|  |  |  | Staff (other than the Headteacher) |
|  |  |  |  |
|  |  |  | Headteacher |
|  |  |  |  |
|  |  |  | A Governor or Governors (other than the Chair) |
|  |  |  |  |
|  |  |  | The Chair of Governors (or a group of Governors including the Chair) |
|  |  |  |  |
|  |  |  | The Governors as a whole |
|  |  |  |  |

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| --- |
| 1. The details of my complaint are *(where possible please identify dates, times and names)*:
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| --- |
| 1. **EITHER** I have attempted to resolve my grievance informally by (please detail your attempts at informal resolution) **OR** I have not attempted to resolve this matter informally because (*delete where appropriate*):
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| 1. In considering my grievance, I ask you to consider speaking to the following:
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|  |
| --- |
| 1. In considering my grievance, I ask you to look at the following attached documents:
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|  |
| --- |
| 1. In considering my grievance, I ask you to look for the following documents:
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| --- |
| 1. The outcome I am seeking to resolve this grievance is:
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| 1. During the period in which you investigate my grievance, I would like you to consider taking the following steps (if any):
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| 1. My grievance does/does not\* include a complaint that I am subject to discrimination, bullying or harassment (if necessary provide relevant information).
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| 1. My grievance does/does not\* include a complaint that raises a child protection issue (if necessary provide relevant information).
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| 1. I will/will not\* need special help at my Resolution Meeting (if necessary provide relevant information).
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| --- |
| 1. My companion at the Stage 1 Resolution Meeting will be:
 |

|  |
| --- |
| 1. My companion cannot attend a Resolution Meeting on the following dates/times:
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| --- |
| **I have read the Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Governors.** |
|  |  |  |  |  |
| **Signed:** |  |  |
|  |  |  |  |  |
| **Print name:** |  |  |
|  |  |  |  |  |
| **Date:** |  |  |
|  |  |  |  |  |

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| OFFICE USE ONLYReceived by Clerk to Governors on:Stage 1 Resolution Manager:Received by Stage 1 Resolution Manager:Resolution Meeting held:Refer to DSC: YES/NORefer to Designated Person CP: YES/NO |

**Appendix 2: GRP2 FORM**

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| **Submitted by** | **Name:** |  |
|  | **Job Title:** |  |
| **Stage 1 Resolution Manager:** |  |

1. I wish to formally appeal against the Stage 1 Resolution Manager’s decision.

I attach:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  | A copy of my Form GRP1 |
|  |  |  |  |
|  |  |  | The Stage 1 Resolution Letter |
|  |  |  |  |

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| 1. I disagree with the Stage 1 Resolution Letter because:

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| 1. I want the Stage 2 Resolution Manager to:
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| 1. I will/will not\* need special help at the Stage 2 Resolution Meeting (if necessary provide relevant information).
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| 1. My companion at the Stage 2 Resolution Meeting will be:
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| 1. My companion cannot attend a Resolution Meeting on the following dates/times:
 |

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| **I have read the Grievance Resolution Policy and Procedure and am aware that false, malicious or vexatious grievances may result in disciplinary action against me for gross misconduct. I am aware that the GRP1 and GRP2 may be forwarded to the Diocesan Schools Commission and to the Designated Person for Child Protection. I am aware that a report on the outcome of this grievance will be submitted to the Governors.** |
|  |  |  |  |  |
| **Signed:** |  |  |
|  |  |  |  |  |
| **Print name:** |  |  |
|  |  |  |  |  |
| **Date:** |  |  |
|  |  |  |  |  |

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| OFFICE USE ONLYReceived by Clerk to Governors on:Stage 2 Resolution Manager:Received by Stage 2 Resolution Manager:Resolution Meeting held: |