Samuel Allsopp
Primary & Nursery School

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Whistleblowing Policy

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Samuel Allsopp Primary and Nursery School is committed to operating with honesty and integrity. We expect all colleagues to operate on this basis and to adhere to the school's policies, procedures and code of conduct. Fraud, misconduct or wrongdoing will not be tolerated. This policy links to **Staffordshire County Council's 'Whistleblowing Policy June 2016',** which can be viewed here: Whistleblowing Policy - June 2016

The aim of this policy is to encourage colleagues to report suspected wrongdoing internally rather than externally as a first resort. Any concerns raised under this policy will be treated seriously and dealt with confidentially.

Any colleague raising a concern under this policy will not be treated less favourably for raising concerns as outlined in this procedure. This means that any colleague who raises a concern under this policy will not be subjected to a detriment nor will they be dismissed for doing so.

This policy applies to all employees of Samuel Allsopp Primary and Nursery School, referred to in this policy as **colleagues** including agency workers, trainees or anyone working on a casual basis.
The policy and procedure applies to all colleagues, regardless of length of service, but does not form part of the contract of employment and can be varied from time to time.

What is whistleblowing?

Whistleblowing is when a worker reports suspected wrongdoing at work.
For example

- A criminal offence; and/or
- A miscarriage of justice; and/or
- Damage to the environment; and/or
- Breach of a legal obligation; and/or
- A danger to health and safety; and/or
- A deliberate concealment of any of the above.

A colleague can report things that are not right, are illegal or if anyone at work is neglecting their duties, including:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- the company isn't obeying the law (like not having the right insurance)
- covering up wrongdoing.

A colleague who has a reasonable belief that a wrongdoing has or may be committed and raises a genuine concern relating to any of the above, is a whistleblower and is protected under this policy.

The school will, at its discretion, consider disclosures that are made anonymously, although such disclosures are inevitably much less powerful. The school will also treat every disclosure in confidence, and only reveal the identity of the person making it if absolutely necessary (e.g. if required in connection with legal action).

Rights of the Whistleblower

All colleagues are encouraged to use this policy to raise genuine concerns and will not be treated less favourably for doing so, even if they are mistaken in their belief.

Any colleague who raises a concern under this policy will not be subjected to a detriment nor will they be dismissed for doing so. Any colleague who believes that they have been subjected to a detriment for raising a complaint should raise the matter with the named Monitoring Officer.

Victimisation of a whistleblower by any other colleague for raising a concern under this policy will in itself constitute a disciplinary offence.

Where the School believes that a colleague has knowingly made a false allegation or acted maliciously, the colleague will be subject to disciplinary action, which may include dismissal for gross misconduct.

This policy does not deal with any complaints relating to a colleague's own treatment at work or own contract of employment. Those matters should be raised under the Grievance procedure or the Bullying and Harassment procedure, as appropriate.

An exception to this will be when the matter of concern arises from the colleague's own treatment at work that is arising from the whistleblowing matter they have raised previously.

Making a Whistleblowing Complaint

To make a whistleblowing complaint the whistleblower has to meet certain conditions.

If the disclosure is made to the school it must be in the public interest and the person making the complaint ("the whistleblower") has a reasonable suspicion that the alleged malpractice has occurred, is occurring or is likely to occur.

If the disclosure is made to a regulatory body then as well as satisfying the conditions required for disclosure to the school, the whistleblower must also honestly and reasonably believe that the information they provide and any allegations contained in it are substantially true.

For example, a colleague will be eligible for protection if:

- they honestly think what they're reporting is true
- they think they're telling the right person
- they believe that their disclosure is in the public interest
- If the disclosure is made to other external bodies, then as well as satisfying the conditions required for the school, in all circumstances of the case it must be reasonable for them to make the complaint. Further the whistleblower must:
  reasonably believe that they would be victimised if they raised the matter internally or to a regulatory body or,
- reasonably believe that evidence is likely to be concealed or destroyed or,
- have already raised the concern with the school and/or relevant regulatory body and,
- reasonably believe that the information they provide and any allegations contained therein are substantially true.

If the disclosure is made to other external bodies and is of an "exceptionally serious" nature which in a school setting could include, say, financial corruption then the whistleblower will not be required to:

- have raised the matter concerned internally first
- believe that they will be subject to a detriment for raising the disclosure internally
- believe that the evidence is likely to be concealed or destroyed.

A colleague who wants to raise a wrongdoing should in the first instance inform the Contact Officer, details of whom can be found at the bottom of this policy.

The initial contact can be by telephone or in writing and, if the latter, should be in a sealed envelope addressed to the officer concerned and marked: 'PIDA – Strictly Private and Confidential'. E-mail cannot be guaranteed as a secure medium and it is not recommended as a channel for reporting issues related to this policy.

The Contact Officer who has received a disclosure will:

- acknowledge its receipt, in writing, within 5 working days;
- seek further information if required, which may include a personal interview, at which the colleague (whistleblower) can be accompanied by a representative of their trade union or professional association, or by a fellow employee;
  when the precise nature of the alleged wrongdoing is established, refer the disclosure to the Monitoring Officer (**Mr Matthew Evans, School Governor**);
- in liaison with the Monitoring Officer keep the individual informed regarding the progress
- and in all cases (subject to legal constraints) provide details of the outcome of any
- investigation.

On receipt of a disclosure from a Contact Officer, the Monitoring Officer will determine what further action, if any, is needed, which may comprise:

- internal investigation
- report to the Police
- report to external audit
- independent enquiry
- any combination of the above

The Monitoring Officer will also ensure that the Contact Officer is advised of progress and outcome.

If the colleague does not reasonably believe that appropriate action has been taken in relation to their concern, then they may raise it externally to Staffordshire County Council or the prescribed regulator. The charity, Public Concern at Work, can advise the colleague about raising the concern externally. This will include advising who the appropriate prescribed regulator is. The website for Public Concern at Work is http://www.pcaw.co.uk/

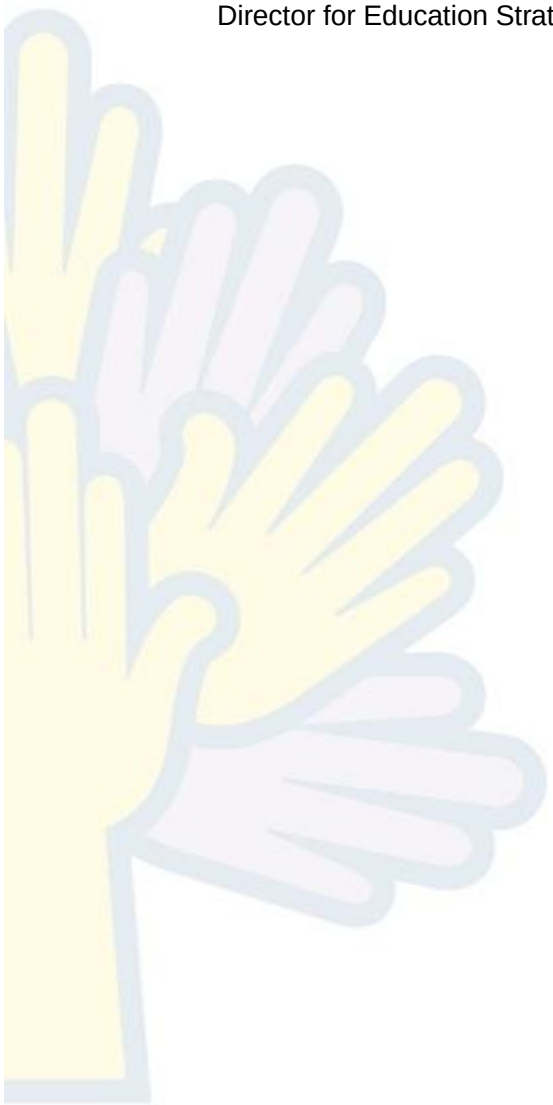
Roles and Contacts

For the purpose of this policy,

- The Contact Officer for Samuel Allsopp Primary and Nursery is:
  Mr Lee Smith, Head Teacher.

- The Monitoring Officer is:
  Mr Matthew Evans, School Governor

- Where the disclosure relates to the School Governors, the contact will be the Assistant Director for Education Strategy and Improvement in Staffordshire County Council.



Declaration that this policy has been submitted to Governors for perusal and approved for publication

Signed: 	Dated: 24th September 2026
Mr L Smith Head Teacher	

Signed: 	Dated: 24th September 2026
Chair of Governors Mr M Evans	