

**Brighton and Hove High School**  
**"Whistle Blowing" Procedure**  
**September 2018**

**Introduction**

1. This policy relates to the disclosure internally or externally by employees of suspected malpractice in the workplace, and applies to all employees of The Girls' Day School Trust (GDST). It is also available for use by other individuals performing functions in relation to the GDST, such as agency workers and contractors.

2. It is important to the school that any fraud, misconduct or wrongdoing by employees is reported and properly dealt with. The GDST therefore encourages all individuals to raise any concerns that they may have about malpractice within the organisation. This policy sets out the way in which individuals may raise such concerns and how those concerns will be dealt with.

**Background**

3. The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters. These are called 'qualifying disclosures'. A qualifying disclosure is one made in good faith by an employee who has a reasonable belief that:

- a criminal offence
- a miscarriage of justice
- an act creating risk to health and safety
- an act causing damage to the environment
- a breach of any other legal obligation
- concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The worker has no responsibility for investigating the matter - it is the organisation's responsibility to ensure that an investigation takes place.

4. A worker who makes such a protected disclosure has the right not to be dismissed, or subjected to victimisation, because he or she has made the disclosure.

5. The GDST encourages employees to raise their concerns informally and in confidence with their line manager, the Head or an appropriate member of staff at Trust Office in the first instance. We know that it is never easy to report a concern, particularly one that may relate to fraud or corruption. We urge you to come forward with any concerns at an early stage, and before problems have a chance to become serious. The GDST's Employee Assistance Scheme can also be contacted confidentially for advice if you are unsure of what to do. Contractors should report any concerns to the School Business Manager or a member of the Trust Office Senior Management Team.

6. If you are not satisfied with the outcome of an informal discussion, or if for any other reason you feel it inappropriate to bring forward the issue on an informal basis, you should then raise the matter in accordance with the following procedures.

**Principles**

7. 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 of which they become aware.

8. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the employee who raised the issue.

9. No employee will be victimised for raising in good faith a matter under this procedure. This applies equally if you come forward in good faith with a concern that turns out later not to have been justified.

10. Victimisation of a worker for raising a qualified disclosure will be a disciplinary offence.

11. If misconduct is discovered as a result of any investigation under this procedure the GDST's disciplinary procedure will be used, in addition to any appropriate external measures.

12. Maliciously making a false allegation is a disciplinary offence.

13. 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, employees should not agree to remain silent. They should report the matter to a more senior manager.

### **Procedure**

14. This procedure is for disclosures about matters other than a breach of your own contract of employment. If you are concerned that your contract has been, or is likely to be, broken, you should use the Grievance Procedure.

### **Stage 1**

15. In the first instance, any concerns should be raised with your line manager. If you reasonably believe your line manager to be involved in any wrongdoing, or for any other reason do not wish to approach your line manager, then you should proceed straight to stage 2. If you prefer, you may come forward with another colleague, a friend, trade union representative or other advisor to report a concern.

16. Your line manager will arrange an investigation of the matter (either by investigating the matter her- or himself or immediately passing the issue to someone in a more senior position). The investigation may involve you giving a written statement. The line manager (or the person who carried out the investigation) will then report to the Head or a member of the Senior Management Team at Trust Office as appropriate, who will initiate any necessary action, including action under the GDST's disciplinary procedure and/or reporting the matter to any appropriate government department or regulatory agency. On conclusion of any investigation, you will be told the outcome of the investigation and what action is being taken. If no action is to be taken, the reason for this will be explained.

### **Stage 2**

16. If you are concerned that your line manager is involved in the wrongdoing, or has failed to make a proper investigation or to report properly the outcome of the investigations, you should inform the Head or a member of the Senior Management Team at Trust Office who will arrange for another manager to investigate or review an investigation already carried out, and make his or her own report as in stage 1 above. If for any other reason you do not wish to approach your line manager you should contact the Head or a member of the Senior Management Team at Trust Office as above. Any such approach will be treated with the strictest confidence and your identity will not be disclosed without your prior consent.

### **Stage 3**

17. If you are concerned that the Head or any other senior manager within the organisation is involved in any wrongdoing, you should inform either:  
the Chief Executive Officer of the Trust, or another member of the senior management team at Trust Office

or

the GDST's internal auditor (regarding any concerns in relation to fraud, corruption or financial malpractice).

18. They will arrange for an investigation to be undertaken by an appropriate person or agency in accordance with the principles outlined above.

#### **Stage 4**

19. If on conclusion of stages 1, 2 and 3, you reasonably believe that the appropriate action has not been taken, you should report the matter to the Chairman of the Council.

20. If our policy and procedures are working properly, you should not need to contact some external agency to express concerns. However, there may be exceptional or urgent circumstances where it might be appropriate to contact an external agency. It is not possible to give precise examples, but, for instance, relevant situations might be:

- if the problem involved very senior staff of the organisation, the Chairman or another member of the Council
- in the case of a criminal offence - the police;
- in the case of any fraud - the GDST's external auditors.

21. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- HM Revenue & Customs (Tax Office) – 0800 788 887 or <http://www.hmrc.gov.uk>
- HM Revenue & Customs (Customs & Excise) – 0845 010 9000 or <http://www.hmrc.gov.uk>
- the Financial Services Authority – 020 7066 1000 or <http://www.fsa.gov.uk>
- the Office of Fair Trading – 0845 7 22 44 99 or <http://www.oft.gov.uk>
- the Health and Safety Executive – 0845 300 99 23 or <http://www.hse.gov.uk>
- the Environment Agency – 03708 506 506 or <http://www.environment-agency.gov.uk>

**NSPCC Whistleblowing Advice Line: 0800 028 0285**

22. This procedure may be amended from time to time by the GDST, in order to reflect changes in statutory requirements or organisational changes within the GDST. Substantive changes will only be made following consultation with appropriate employee representatives.

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