



St Dominic's
Sixth Form College

Whistleblowing Policy

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St. Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.

1. Introduction

Whistleblowing inside the workplace is the term used to describe reporting by employees or ex-employees, of wrongdoing on the part of management, the Governing Body or by fellow employees. Wrongdoing may include, for example, fraud, corruption, malpractice, breach of health and safety law, any other illegal or unethical act or breaches of policy. Employees may, for this purpose, for example include contractors and agency workers.

2. Protecting the Whistleblower

Under the Public Interest Disclosure Act 1998, a Whistleblower is protected from detriment and unfair dismissal. The College will support and not discriminate against concerned employees who apply the Whistleblowing procedure, provided any claim is made in good faith.

3. When should Whistleblowing procedures be used?

- 3.1 If an employee has concerns about wrongdoing at the College and feels that those concerns are sufficiently serious to require reporting, this procedure outlines what should be done.
- 3.2 Each individual member of staff should feel able to speak freely on such matters. However, the College and colleagues have the right to protect themselves against unfounded, false or malicious accusations.
- 3.3 Whistleblowing should only be used when the party implementing the procedure (Representor) has reasonable grounds for believing that a serious offence has been or may be committed. It must never be used without good grounds, falsely or maliciously.
- 3.4 Whistleblowing is not appropriate for dealing with issues between an employee and the College which relate to the employee's own employment rights or employment conditions generally. Alternative dispute resolution procedures for that purpose are outlined in separate relevant procedures.
- 3.5 Whistleblowing is not appropriate for dealing with student complaints, child protection or safeguarding issues; these will be dealt with under separate published procedures.

4. The Procedure

- 4.1 Any issue raised will be kept confidential while the procedure is being used.
- 4.2 The Representor (the person raising the concern) should raise their concern with their line manager. This may be done orally or in writing.
- 4.3 However, if the concern relates to the Representor's line manager or any person to whom he or she reports, other than the Principal, the Representor should raise the issue with the Principal.
- 4.4 If the concern relates to the Principal, the Representor should raise the matter with the Chair of Governors.
- 4.5 The person with whom the matter is raised is referred to as the 'Assessor'. The Assessor will:
 - i. Interview the Representor as soon as possible within seven working days, in confidence. Early interview will be essential if the concern relates to an immediate danger to, loss of life, or serious injury or risk to students;
 - ii. Obtain as much information as possible from the Representor about the grounds for the belief or wrongdoing;
 - iii. Consult with the Representor about further steps which could be taken;
 - iv. Advise the Representor of the appropriate route if the matter does not fall under this procedure;
 - v. Other than in the case of paragraph 4.4, report all matters raised under this procedure to the Principal.
- 4.6 At the interview with the Assessor, the Representor may be accompanied by a recognised trade union representative or work colleague. The Assessor may be accompanied by a member of the College staff to take notes.

The Assessor may at any time disclose the matter to a professionally qualified lawyer for the purpose of taking legal advice. The Assessor may also discuss the issue, in confidence, with other suitable professionals, such as independent HR consultants or school governance providers in order to assess the nature of the case and to inform the outcome of the investigation.

4.7 Promptly, within 10 working days of the interview, the Assessor will recommend one or more of the following:

- i. The matter be further investigated internally by the College;
- ii. The matter be further investigated by external consultants appointed by the College;
- iii. The matter be reported to an external agency;
- iv. Disciplinary proceedings be implemented against an employee;
- v. The route for the Representor to pursue the matter if it does not fall within the procedure;
- vi. No further action is to be taken by the College,

4.8 The grounds on which no further action is taken include:

- i. The Assessor is satisfied that there is no evidence that wrongdoing within the meaning of this procedure has occurred or is likely to occur;
- ii. The Assessor is satisfied that the Representor is not acting in good faith;
- iii. The matter is already (or has been) the subject of proceedings under one of the College's other procedures or policies;
- iv. The matter concerned is already (or has been) the subject of legal proceedings or has already been referred to an external agency.

4.9 The recommendation of the Assessor will be made to the Principal. However, should it be that the Principal is the Assessor or it is alleged that the Principal is involved in the alleged wrongdoing; the recommendation will be made to the Chair of Governors.

4.10 The Principal or Chair of the Governing Body, as appropriate, will ensure that the recommendation is implemented unless there is good reason for not doing so in whole or in part. Such a reason will be reported to the next meeting of the Governing Body.

4.11 The Representor's identity will be kept confidential unless the Representor otherwise consents or unless there are grounds to believe that the Representor has acted maliciously. In the absence of such consent or grounds, the Assessor will not reveal the identity of the Representor, except:

- i. Where the Assessor is under a legal obligation to do so;
- ii. Where the information is already in the public domain; or
- iii. On a legally privileged basis to a professionally qualified lawyer for the purpose of obtaining legal advice.

4.12 The conclusion of any agreed investigation will be reported by the Assessor to the Representor promptly within twenty-eight working days of the initial interview.

4.13 All responses to the Representor will be made in writing and sent to the Representor's home address.

4.14 If the Representor has not had a response within the above time limit or such reasonable extension as the College requires, the Representor may go to an appropriate external agency, as under paragraph 6, but will inform the Assessor before doing so.

4.15 The Representor may at any time disclose the matter on a legally privileged basis to a professionally qualified lawyer for the purpose of taking legal advice.

5. Malicious Accusations

5.1 A deliberately false or malicious accusation made by a Representor is a disciplinary offence and will be dealt with under the College's disciplinary procedures, as well as potentially exposing the Representor to legal liability.

6. Informing External Agencies

6.1 Within the College, all staff have a duty of confidentiality. The duty of confidentiality is implied by the law in every contract of employment and prohibits employees from publicly disclosing employers' confidential information, unless it is in the public interest that the information is disclosed or unless the College fails to follow required procedures. Other legal restrictions on the disclosure of information, for example under data protection legislation may also apply.

- 6.2 Whistleblowing to an external agency without first going through the internal procedure is a breach of the College's Code of Conduct. The external agencies which may be used if disclosure is permitted under paragraph 6.1 are:
- 6.2.1 Department for Education (in these circumstances the DfE/ESFA will assess whether all College processes have been applied and that the Assessor has done everything possible to resolve the issue, if this is not the case, the DfE/ESFA will refer the matter back to the Assessor);
 - 6.2.2 Member of Parliament
 - 6.2.3 National Audit Office
 - 6.2.4 Health and Safety Executive
 - 6.2.5 Police
- 6.3 Whistleblowing to the media is not appropriate or permitted in any circumstances.
- 7. Confidential Employee Enquiries**
- 7.1 Employees may, on a confidential basis, seek prior guidance from the Principal if they wish to establish whether any course of contact on their part or on the part of another employee may amount to wrongdoing under these procedures. Such enquiry shall be kept confidential. The Principal will attempt to provide guidance on the basis of the information provided, but such guidance shall not prejudice the rights of the College or any person under these procedures.
- 8. Monitoring, Evaluation and Review**
- 8.1 The policy will be promoted and implemented throughout the College.
 - 8.2 The implementation and effectiveness of this policy will be reviewed every 2 years.