

The King's School  
Canterbury



V A T T A N A C V I L L E

# Whistleblowing Policy

Reviewed: May 2024

Review Frequency: 2 years

Next Review: May 2026

Governor sign off: Yes/No

# Whistleblowing Policy

## 1. Purpose

The purpose of this policy is to provide guidelines for the staff of The King's School, Vattanaçville (hereinafter referred to as "the School") to report concerns about malpractice or wrongdoing within the School. This policy aims to ensure that staff can raise concerns confidentially and without fear of retaliation.

## 2. Scope

This policy applies to all employees, contractors, volunteers, and any individuals working on behalf of the School.

## 3. Definition of Whistleblowing

Whistleblowing refers to the reporting of suspected wrongdoing or dangers within the school environment. This includes but is not limited to:

- Safeguarding and child protection issues
- Unethical or inappropriate behaviour by staff, students, or volunteers
- Bullying or harassment
- Health and safety risks, including risks to students, staff, and visitors
- Financial irregularities, such as fraud or misuse of school funds
- Academic dishonesty or malpractice, such as cheating or falsification of records
- Discrimination or violations of equal opportunities
- Environmental damage within the school premises
- Any attempt to conceal any of the above

## 4. Responsibilities

- **Staff:** All staff members are responsible for reporting any concerns in accordance with this policy.
- **Management:** The Senior Leadership Team (SLT) must ensure that any concerns raised are taken seriously and investigated promptly and fairly.

## 5. Reporting Concerns

Concerns should be reported through the following channels:

- **Immediate Supervisor or Line Manager:** Initially, concerns should be raised with your immediate supervisor or line manager.
- **Whistleblowing Officer:** If you feel unable to report to your immediate supervisor, or the concern involves them, you may report directly to the designated Whistleblowing Officer. The current Whistleblowing Officer is . . . ., who can be contacted at (email).

## 6. Confidentiality

All whistleblowing reports will be treated as confidential. The identity of the whistleblower will not be disclosed without their consent unless required by law.

## 7. Investigation Process

Upon receiving a whistleblowing report, the following steps will be taken:

1. **Acknowledgement:** The whistleblower will receive an acknowledgment of the receipt of their concern within 5 working days.
2. **Preliminary Assessment:** A preliminary assessment will be conducted to determine the merit of the concern.
3. **Investigation:** If the concern is deemed to have merit, a formal investigation will be initiated. The scope and timeline of the investigation will be communicated to the whistleblower.
4. **Outcome:** Upon conclusion of the investigation, the findings and any corrective actions will be shared with the whistleblower, provided they have chosen to receive such information.

## 8. Protection Against Retaliation

The School is committed to ensuring that no whistleblower suffers any detrimental treatment as a result of raising a concern in good faith. Any act of retaliation should be reported immediately and will be dealt with appropriately.

## 9. False Reports

Whistleblowers are protected when they raise concerns in good faith, even if they turn out to be mistaken. However, malicious or deliberately false allegations will be treated as a serious disciplinary offense.

## 10. Training and Awareness

All staff will receive training on this policy and the importance of whistleblowing. Regular reminders and updates will be provided to ensure ongoing awareness.

## 11. Review of Policy

This policy will be reviewed annually by the School's senior leadership team to ensure its effectiveness. Any amendments will be communicated to all staff.

## 12. Contact Information

For further information or clarification regarding this policy, please contact the Whistleblowing Officer at [Email/Phone].

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## Approval and Review

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

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This Whistleblowing Policy has been developed to promote transparency and integrity within The King's School, Vattnacville. All staff members are encouraged to act responsibly and report any concerns they may have about malpractice or wrongdoing.