

Codsall Multi-Academy Trust Whistleblowing Policy

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Whistleblowing Policy Checklist

Action	Taken by/Timescale	Actioned?
<p>Has the concern been logged with the appropriate person? If not about the CEO it should be logged with the CEO. If about the CEO it should be logged with the Chair of the MAT Board. If about the Chair of the MAT Board it should be logged with the Chair of the Members.</p>	<p>Immediate check by recipient</p>	
<p>Clarify if this is a named on anonymous log of a concern.</p>	<p>Investigating Officer Immediate check</p>	
<p>Consider contacting Protect for further advice as required and HR team.</p>	<p>Investigating officer.</p>	
<p>Has the correct information been collected in order to investigate? The background and history of the concern Any relevant names, dates and places The reasons for the concern</p>	<p>Investigating Officer</p>	
<p>Check have any outside agencies also been contacted about the concern. Has this been logged with the ESFA?</p>	<p>Investigating Officer – consider making contact as needed</p>	
<p>Where the person logging is known, write to the individual to indicate proposals for dealing with the concern.</p>	<p>Within 10 working days of receiving the initial communication to confirm that the concern</p>	

	has been received.	
CEO meet with whistleblower to establish grounds for concern.	Within 10 working days but as soon as possible. Investigating officer.	
Establish whether this is a concern that should be dealt with under the Whistleblowing Procedures or needs to be addressed through another policy.	Investigating officer with advice from HR/LADO/Legal Team as needed.	
Check that there is a written account of the concern and offer to record if there is any barrier to doing so.	Investigating officer.	
Explain how the Trust will communicate with the complainant throughout the process. Make clear that confidentiality may prevent the trust from giving the complainant specific details of any necessary investigation or any necessary disciplinary action taken as a result of the concern.	Investigating officer.	
Explain that the complainant's identity will be kept confidential from the alleged wrongdoer. Explain that the Trust board will do everything in its power to protect the complainant from discrimination.	Investigating officer.	
Explain that if the concern is genuine, even if the concern is not confirmed, no disciplinary action will be taken against the complainant.	Investigating officer.	
Make clear that if clear evidence is uncovered that the complainant's	Investigating officer.	

<p>concern is malicious or unfounded, disciplinary action may be brought against them.</p>		
<p>Explain that if an investigation is carried out, where possible, the whistleblower will be informed about the final outcome; however, this is not always possible due to the confidentiality of procedures which may need to run in parallel.</p>	<p>Investigating officer.</p>	
<p>Explain that if the investigating officer needs to talk to the whistleblower, they are permitted to be accompanied by a trade union representative, a professional association representative, a friend or a fellow member of staff not involved in the area of work that the concern relates to. Make clear that this person is only a supporter and can play no part in the proceedings.</p>	<p>Investigating officer.</p>	
<p>A record to be kept of any outcomes or investigation on HR file at central team.</p>	<p>Investigating officer.</p>	

Statement of intent

Codsall Multi Academy Trust is committed to open and honest communication and ensuring the highest possible standards in integrity – we will always treat whistleblowing as a serious matter.

In line with the Trust's commitment to openness, probity and accountability, members of staff are encouraged to report concerns of all kinds. Whilst the Trust has numerous channels for concerns to be raised, this policy will work to ensure that if an employee sees or suspects certain types of wrongdoing they are able to raise this with the Trust, in what is known as "blowing the whistle" – a phrase that is used throughout this policy and should be viewed as a positive action of speaking up.

This policy seeks to ensure that any member of staff who suspects malpractice knows how to raise concerns and what procedures are in place to deal with the concern.

Where this policy necessitates personal or special category data to be processed, it will be done so in accordance with the Trust's Data Protection Policy.

1. Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- This policy has been created with regard to the following guidance documents:
- ESFA (2020) 'Academies financial handbook 2020'
- GOV.UK (2012) 'Whistleblowing for employees'
- DfE (2014) 'Whistleblowing procedure for maintained schools'
- Sir Robert Francis (2015) 'Freedom to speak up report'

This policy operates in conjunction with the following school policies:

- Safeguarding Policy
- Staff Code of Conduct

- Managing Allegations of Abuse against Adults Policy
- Low level concerns Policy
- Grievance Policy

- Disciplinary Policy and Procedure
- Records Management Policy
- Complaints Policy
- Data Protection Policy

2. Introduction

The Public Interest Disclosure Act 1998 (PIDA) protects employees who “blow the whistle” where the employee reasonably believes that the disclosure falls within the remit of the prescribed person or body and that the information and any allegations are substantially true.

The Chief Executive Officer is the first point of contact for whistleblowing queries. If the allegation is related to the CEO, the concern will be raised with the Chair of Trustees; where the allegation is about the Chair of Trustees, the concern will be raised with the Chair of Members.

Any member of the Trust community or the general public is able to “blow the whistle”; however, the PIDA only protects employees. [Section 7](#) includes further details on how whistleblowing affects non-employees. Staff are protected in law by the PIDA, which gives employees protection from detriment and dismissal where they have made a protected disclosure, providing the legal requirements of the Act are satisfied, e.g. the disclosure was in the public interest.

Where this policy necessitates personal or special category data to be processed, it will be done so in accordance with the school’s Data Protection Policy. This policy will not be confused with the procedure on dealing with harassment at work, the grievance Policy, the low-level concerns policy, the managing allegations of abuse against staff policy, the disciplinary policy and procedure.

3. Definitions

Whistleblowing is when an employee reports certain types of suspected wrongdoing, or

‘qualifying disclosures’, at work.

Qualifying disclosures: As outlined by the PIDA, qualifying disclosures pertain to when any of the following takes place:

- A criminal offence has been committed, is likely to be committed or is being committed
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
- A miscarriage of justice has occurred, is occurring or is likely to occur



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- The health or safety of any individual has been, is being or is likely to be endangered
- The environment has been, is being or is likely to be damaged
- Information tending to show any matter falling within any of the preceding points has been, is being or is likely to be deliberately concealed

In the public interests means that an individual acted outside of their own personal interest – they acted for more than personal gain. It is not necessary for the disclosure to be of interest to the entire public. The following considerations are often used as a test to establish whether something is within the scope of public interest:

- The number of people in the group whose interests the disclosure served
- The nature of the interests and the extent by which individuals are affected by the wrongdoing disclosed
- The nature of the wrongdoing disclosed
- The identity of the alleged wrongdoer

Blacklisting refers to an individual who is being excluded from opportunities or refused work, promotion or equality of access to opportunities because they are viewed as a whistleblower.

Grievances involve someone raising a concern because they personally have been mistreated in some way – the person making the complaint will have a direct interest in the outcome. It is important to understand the difference between raising a grievance and blowing the whistle.

4. Roles and responsibilities

The Trust board will be responsible for:

- Establishing, agreeing and reviewing the whistleblowing procedure.
- Ensuring the agreed whistleblowing procedure is published on the trust's website.
- Monitoring the effectiveness of this policy and undertaking any necessary reviews, e.g. in relation to good practice recommendations or changes in legislation.
- Ensuring all members of the academy and trust communities have access to this policy.
- Investigating, in liaison with the CEO, any concerns that are raised.
- Ensuring this policy provides an open and transparent framework where employees of the school can raise their concerns.
- Taking the necessary action against members of staff following an investigation into any alleged malpractice.

- Ensuring that the minutes of the trust board include a record of the trust's whistleblowing arrangements and who, both internally and externally, staff members should report concerns to.
- Appointing one trustee and one member of staff to act as points of contact for staff members when reporting concerns.

The CEO will be responsible for:

- Ensuring all members of the trust board, the executive leadership group have read and understood this policy.
- Receiving, investigating and responding to any concerns that have been raised by school staff.
- Being the first point of contact regarding whistleblowing.

The Head Teacher will be responsible for:

- Ensuring all members of staff and local governors have read and understood this policy.

The Chair of Trustees will be responsible for receiving any concerns raised about the CEO.

The Chair of Members will be responsible for receiving any concerns raised about the Chair of Trustees.

All members of staff will be responsible for:

- Raising any concerns that meet the definitions in section 3 of this policy.
- Being truthful and reasonable with any concerns that they have.
- Not raising malicious or unfounded concerns.

5. Scope

This policy will:

- Provide clarity to members of staff when raising concerns about conduct or practice that is potentially illegal, corrupt, improper, unsafe or unethical, or which amounts to malpractice or is inconsistent with wider trust standards and policies.
- Ensure that all members of the trust community understand how to whistleblow.
- Ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken.
- Offer assurance that members of staff are protected from reprisals or victimisation for whistleblowing action undertaken in good faith and within the meaning of the PIDA.

6. Harassment and victimisation of staff

This policy will not be confused with the procedure on dealing with harassment at work or the Trust Grievance and Disciplinary Procedures.

Under this policy, any of the following can raise concern:

- Employees of the Trust
- Volunteer workers working within an academy
- A trainee, such as a student teacher

The Trust recognises that the decision to report a concern can be a difficult one to take, not least because of the fear of reprisal from those responsible for the malpractice or from the school as a whole; however, the Trust will not tolerate any such harassment or victimisation and will take appropriate action to protect staff who raise a concern in good faith.

7. Non-employees

The PIDA and the Employment Rights Act 1996 **do not** protect non-employees as far as whistleblowing is concerned.

Irrespective of the above, the Trust will not allow harassment, dismissal or exclusion for any nonemployee who raises a genuine concern.

Where an individual feels that they have been unfairly treated following blowing the whistle, they should make a complaint under the Trust's Complaints Policy.

Trustees are not employees and, while they are responsible for ensuring there is a whistleblowing procedure in place, they are not protected under the PIDA.

8. Good practice principles

The Trust will implement the core whistleblowing principles, as outlined in the 'Freedom to speak up report', to ensure that whistleblowing procedures are fair, clear and consistent.

The trust will implement a **culture of openness** by ensuring the following principles are reflected in our ethos and values – there will be a culture:

- Of safety in the Trust.
- Where people feel confident with raising concerns.
- Free from bullying.
- Of visible leadership.
- Of valuing staff.

- Of reflective practice.

9. Procedure

By providing a clear procedure for mediating and resolving cases, as outlined in [section 9](#), the trust will ensure that all cases are efficiently handled. This procedure outlines how to raise and report concerns that fall under this policy.

a. Reporting a concern

- When whistleblowing, individuals will express them in writing to the CEO.
- If an individual is raising a concern about the CEO, they should express their concerns in writing to the Chair of Trustees. Where this is the case, the Chair of Trustees will take on the CEO's duties outlined in section 9.
- If an individual is raising a concern about the Chair of Trustees, they should express their concerns in writing to the Chair of Members. Where this is the case, the Chair of Members will take on the CEO's duties outlined in [section 9](#).
- When individuals raise their concern, they will include the following information as far as possible:
 - The background and history of the concern
 - Any relevant names, dates and places
 - The reasons for the concern

The Trust encourages individuals to let their identity be known when they raise concerns, as anonymous concerns can be challenging to investigate.

Individuals who would like to seek professional and confidential advice should contact Protect, a registered charity that advises on whistleblowing queries. The Protect website can be accessed [here](http://www.protect-advice.org.uk) (www.protect-advice.org.uk), or they can be contacted on 020 31172520.

In certain instances, it may be appropriate for the individual to raise the concern with an outside agency, e.g. the police, depending on the severity of the concern. Equally, it may be appropriate for the individual to request that their trade union raises the matter.

If a member of staff feels they should report a concern to the ESFA, they should use the [online contact form](#).

b. Investigating a concern

- Once an individual has raised a concern, the Trust will be responsible for investigating it.

- Some of the following stages will only be possible where the whistleblower identifies themselves:

The CEO will write to the individual within 10 working days of receiving the initial communication to confirm that the concern has been received, as well as to indicate proposals for dealing with the concern.

The initial stage will be an interview with the whistleblower (with the whistleblower's consent), and then an assessment of further action will be undertaken. During this initial stage, the CEO will establish whether:

- There are grounds for a concern and that it is genuine.
- The concern was a whistleblowing matter to be dealt with under this policy or whether it would be more appropriately dealt with in line with other Trust policy or procedures.

During the initial interview, the CEO will request the individual puts their concern in writing, if they have not already done so. The CEO will write a summary of the concern if the individual is unable to put it in writing.

The CEO will explain the following to anybody raising a concern under this policy:

- How they will communicate with the complainant throughout the process. It should be noted, the need for confidentiality may prevent the trust from giving the complainant specific details of any necessary investigation or any necessary disciplinary action taken as a result of the concern.
- That the complainant's identity will be kept confidential from the alleged wrongdoer.
- That the Trust board will do everything in its power to protect the complainant from discrimination.
- That if the concern is genuine, even if the concern is not confirmed, no disciplinary action will be taken against the complainant.

If clear evidence is uncovered that the complainant's concern is malicious or unfounded, disciplinary action may be brought against them.

- If an investigation is carried out, where possible, the whistleblower will be informed about the final outcome; however, this is not always possible due to the confidentiality of procedures which may need to run in parallel, ie grievance policy and procedure.

- It may be possible for the concern to be resolved by simply agreeing the necessary action or explaining procedures to the alleged wrongdoer; however, depending on the severity and nature of the concern, it may:
- Be investigated by management, an internal audit or through the disciplinary process.
- Be referred to the police or an external auditor.
- Form the subject of an independent inquiry.
- If the investigating officer needs to talk to the whistleblower, they are permitted to be accompanied by a trade union representative, a professional association representative, a friend or a fellow member of staff not involved in the area of work that the concern relates to. This person will provide support only and will not be allowed to become involved in the proceedings.
- A record will be made of the nature and outcome of the concern. All records will be kept confidential and will be stored in line with the Trust's Records Management Policy.

10. What Codsall Multi Academy Trust asks of you

The purpose of this policy is to enable individuals blow the whistle in confidence, without any fear of reprisal; therefore, it is imperative that whistleblowers:

- Restrict their conversations about the matter to where they are strictly necessary eg during the investigation
- Declare any personal interest in the matter, as the policy is designed to be used in the interest of the public and not for individual matters.

11. Appeal process

If no action is to be taken and/or the individual is not satisfied with the way the matter has been handled, they can make a complaint under the Complaints Policy or alternatively report the matter to the Education and Skills Funding Agency, using their [online contact form](#).

12. Unfair treatment

Employees can take a case to an employment tribunal if they feel that they have been treated unfairly as a result of whistleblowing.

Further information can be sought from the [Citizen's Advice Bureau](#), the whistleblowing charity [Protect](#), or from an individual's trade union.

Any claims of unfair dismissal needs be made within three months of the date of their employment ending, where reasonably practicable.



13. Contacts

Role and Name	Email address	Postal address
	Please mark any written communication as STRICTLY PRIVATE AND CONFIDENTIAL	
CEO Jodie Parker	CEO@cmat.academy	Codsall Multi Academy Trust St Nicholas CE First School Belvide Gardens Codsall Wolverhampton WV81AN
Chair of Trustees Tyrone Field	tyrone.field@cmat.academy	Codsall Multi Academy Trust St Nicholas CE First School Belvide Gardens Codsall Wolverhampton WV81AN
Chair of Members CECET	Mark.davis@lichfield.anglican.org	Codsall Multi Academy Trust St Nicholas CE First School Belvide Gardens Codsall Wolverhampton WV81AN



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