

Whistleblowing policy and procedure

Introduction

We are committed to the provision of education with honesty and integrity and expect all staff to maintain high standards. Any suspected wrongdoing should be reported to the appropriate person as soon as is reasonably practicable.

The purpose of this policy is:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- To provide staff with guidance as to how to raise those concerns.
- To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

This policy covers employees, trustees, trustees, members, consultants, contractors, casual workers, agency workers and volunteers. .

What is 'whistleblowing'?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, unauthorised use of public funds, injustices, health and safety risks, damages to the environment and any breach of legal or professional obligations. For the avoidance of doubt, this is not an exhaustive list.

How to raise a concern

We hope that in many cases you will be able to raise any concerns with your line manager. However, if you would prefer not to raise it with your line manager for any reason you should report it to a member of our Senior Leadership Team noting that you are doing so under the procedures outlined in this policy/procedure. Complaints about the Principal should be reported to the Chair of Trustees either directly Jason COAD email: jcoad@gmail.com telephone: 0781575637 or through Emma Gough email: ELG@bodmincollege.co.uk telephone: 01208261034.

We will listen to and take seriously all concerns. We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or trade union representative to any meeting under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the school. However, we understand that in some cases you might feel it is necessary to take your concerns to an external organisation.

If you feel it is necessary to raise your concerns externally, please be mindful of confidentiality – confidential information should not be disclosed. The following external organisations may be in a position to assist you:

- Department for Education
- Police
- Social Services
- Ofsted
- Relevant professional bodies and/or regulatory organisations
- Local Authority
- Education Funding Agency

Confidentiality

We hope that all staff will feel able to voice whistleblowing concerns openly under this policy. All concerns will be treated in confidence but completely anonymous disclosures can be difficult to investigate. If you wish to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

How the College will respond

Once you have raised a concern, we will issue an initial response acknowledging your concern within 10 working days. We will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

Protection and support for whistle-blowers

We aim to encourage openness and will support whistle-blowers who raise genuine concerns, even if you turn out to be mistaken. Whistle-blowers must not be subjected to any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the principal immediately.

You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. However, if we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

We may however take disciplinary action against you if you make claims that are found to be knowingly false, malicious, or for personal gain.

What if you still have concerns?

If you are dissatisfied and feel that concerns you have raised have not been dealt with appropriately, you can take the matter up with any of the organisations listed above.

Contacts

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| Principal | Mrs Emmie Seward-Adams 01208 261034 Email via Principal's PA Emma Gough ELG@bodmincollege.co.uk |
| Chair of Trustees | Mr Jason Coad 01208 261034 Email via Principal's PA Emma Gough ELG@bodmincollege.co.uk or via clerk to the Trustees Kristy Hurrell KHurrell@bodmincollege.co.uk |
| Protect (Independent whistleblowing charity) | Helpline: 0203 117 2520 E-mail: whistle@pcaw.co.uk Website: www.pcaw.co.uk |