



Whistleblowing Policy

Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2018) and **Keeping Children Safe in Education** (www.gov.uk 2018)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website

Runnymede St Edward's School

Whistleblowing Policy

Introduction

Runnymede St Edward's School Whistleblowing policy and the procedures contained therein, reflect the philosophy set out in the schools Mission Statement, particularly with reference to "the promotion of an atmosphere where all members of the community can feel comfortable" and "where the dignity and uniqueness of the individual" is respected.

The Governors and staff of Runnymede St Edward's School seek to carry out all aspects of school business and activity with full regard to high standards of conduct and integrity. In the event that Governors, School staff, parents, or the Runnymede community at large, become aware of activities which give cause for concern, we have established the following Whistleblowing Policy, or Code of Practice, which acts as a framework to allow concerns to be raised confidentially, and provides for a thorough and appropriate investigation of the matter, to bring it to a satisfactory conclusion.

Throughout this policy, the term 'whistleblower' denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies, published in May 1996.

Runnymede St Edward's School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. We recognise that some concerns may be extremely sensitive and have therefore developed a system which allows for the confidential raising of concerns within the School's environment, but also has recourse to an external party outside the management structure of the school.

We are committed to creating a climate of trust and openness, so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety, and not matters of more general grievance which would be dealt with under Runnymede's grievance procedures.

When might the Whistleblowing Policy apply?

The type of activity or behaviour which we consider should be dealt with under this policy includes:

- manipulation of accounting records and finances
- inappropriate use of Runnymede assets or funds
- decision making for personal gain
- any criminal activity
- abuse of position
- fraud and deceit
- serious breaches of school's procedures which may advantage a particular party (e.g. tampering with tender documentation, failure to register a personal interest)

What action should the whistleblower take?

Runnymede St Edward's School encourages the whistleblower to raise the matter internally in the first instance to allow those Governors and Runnymede staff in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

We have designated the following individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter:

Dr J.McCabe- Chair of Governors

Mr S. Pye- Deputy Chair of Governors

Mr B Slater- Head Teacher

The whistleblower may prefer to raise the matter in person, by telephone, or in written form marked 'private and confidential' and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected whenever possible.

How will the matter progress?

The individual(s) in receipt of the information or allegation (the investigating officer/s) will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice, or assistance. Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Governing Body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral, such as the Police. The whistleblower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to the Governing Body. If the whistleblower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with the investigating officer(s) and/or the Governing Body.

Respecting confidentiality

Wherever possible, Runnymede St Edward's School seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect him/her from reprisals. We will not tolerate any attempt to victimise the whistleblower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

Raising unfounded malicious concerns

Individuals are encouraged to come forward in good faith with genuine concerns, with the knowledge that they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

Conclusion

Existing good practice with Runnymede St Edward's School in terms of its systems, and of internal control both financial and non-financial, and the external regulatory environment in which the school operates, ensures that cases of suspected fraud or impropriety rarely occur. This Whistleblowing Policy is provided as a reference document to establish a framework within which issues can be raised confidentially, internally, and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and will be actioned.

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Next review date: September 2020

Updated : September 2018

B.Slater