



Whistleblowing Policy

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

Approved by:

Governing Board

Last reviewed: Summer 2024

Next review due by:

Summer 2026

1. Introduction

1.1 The staff and governors of Noor ul Islam Primary School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. If members of school staff, parents, governors, or the school community at large become aware of activities which give cause for concern, the school has established the following whistleblowing policy, which acts as a framework to allow concerns to be raised confidentially and how these disclosures will be dealt with.

1.2 This policy has been devised in accordance with the provisions of the Public Interest Disclosure Act 1998 and the Enterprise and Regulatory Reform Act 2013 which offer protection to employees who "blow the whistle" on their employer by making a qualifying disclosure. A disclosure is not protected unless the employee reasonably believes that the disclosure is made in the public interest.

2. Aims

2.1 The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance that would be dealt with under the school's grievance procedures.

2.2 This policy aims to:

- Encourage staff to feel confident in raising concerns.
- Establish a fair and impartial investigative procedure.
- Provide avenues for staff to raise concerns and receive appropriate feedback.
- Ensure that staff receive a response to concerns and are aware of how to pursue them if they are not satisfied.
- Ensure that staff will be protected from any reprisals or victimisation by the school

3. When does the Whistleblowing Policy apply?

3.1 The type of activity or behaviour which the school considers should be dealt with under this policy includes:

- a criminal activity
- a failure to comply with a legal obligation
- a miscarriage of justice
- a danger to the health and safety of an individual
- damage to the environment
- a failure to comply with school's policies and procedures
- a breach of child protection and/or safeguarding policy and procedures
- manipulation of accounting records and finances

- inappropriate use of school assets or funds
- decision-making for personal gain
- abuse of position
- fraud and deceit
- serious breaches of school procedures which may advantage a particular party (for example
- tampering with tender documentation, failure to register a personal interest)
- a deliberate attempt to conceal any of the above

4. What action should the *whistleblower* take?

4.1 Concerns should be raised with the Headteacher or your line manager as soon as any suspected malpractice becomes apparent. As the whistle blower would normally be a witness to events, and not a complainant, they do not need to wait for proof of malpractice before raising concerns.

- If the whistle blower feels that they cannot raise the matter with their line manager (for example, if it is suspected that that person already knows about the malpractice, or appears to be ignoring it or where it is suspected that they may be involved), then the whistle blower will need to consider which of the following people may be the most appropriate in order of:
 - Assistant Headteacher
 - Headteacher
 - Chair of Governors
 - The proprietor

5. Investigation

5.1 If it is determined that an investigation is to be undertaken, the next steps will include:

- An interview with the whistle blower within 10 working days of the initial concern being raised. The whistle blower can be accompanied at the interview by a chosen representative, a workplace colleague;
- If the initial concerns were made verbally, then the whistle blower will be asked to provide a written statement;
- The whistle blower will receive a written acknowledgement of the report and be informed of the action being taken to investigate the concern;
- The whistle blower where possible will be kept informed of the progress and likely timescales of the investigation unless the investigating officer believes that there is a risk of the investigation being prejudiced;
- In some circumstances, the matter will be referred to an outside agency such as the police.

5.2 If the allegation is not proven or there is insufficient evidence on which to base a conclusion, the whistle blower will be advised accordingly.

5.3 In cases where action is necessary as a result of the allegation, a report will usually be sent to the Headteacher or the Chair of Governors, who will be responsible for implementing the recommendations in the report. The whistleblower will be advised when the investigation is complete, but it may not always be possible to provide the details of the findings as this may be confidential.

5.4 If the investigation concerns inappropriate action by the Headteacher or Governors, the report will be sent direct to the Trust or the Local Authority's Whistleblowing Officer and to the Director of Schools and Young People's Services.

5.5. Whistleblowing to an external body without first going through the internal procedure is inadvisable without compelling reasons. A reason may be that the representative is not content with the conclusion of the investigation. Compelling reasons could be the involvement of the senior managers, serious health and safety issues or possible discrimination. The external bodies which could be used include:

- The Department for Education
- Member of Parliament
- National Audit Office - Audit Commission Public Interest Disclosure Act Hotline
- Health and Safety Executive
- Police
- Public Concern at Work - Tel: 020 7404 6609

6. Respecting confidentiality

6.1 Wherever possible the school seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect him/her from reprisals.

6.2 The school 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.

7. Raising unfounded malicious concerns

7.1 If the allegation was made frivolously, maliciously or for personal gain, disciplinary action may be taken against the individual.

References

- Employment Rights Act 1996
- The Public Interest Disclosure Act (PIDA) 1998

- The Enterprise and Regulatory Reform Act (ERRA) 2013
- Public Concern at Work

NSPCC Whistleblowing Hotline

Contact the Whistleblowing Advice Line

Call [0800 028 0285](tel:08000280285)

Email help@nspcc.org.uk