

Moldgreen Community Primary School



Whistleblowing Policy

Written by: Louise Szewczyk (Kirklees Model Policy)

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WHISTLEBLOWING:

INDEPENDENT REPORTING OF CONCERNS AT WORK

Introduction

Our employees will often be the first to notice if there is something seriously wrong within their workplace. Sometimes it may seem difficult to speak up because of a feeling of disloyalty, or because of a fear of harassment or victimisation.

We expect the highest standards of behaviour and all employees have a responsibility to voice any concerns they have, normally with their Manager or Head of Service.

This Whistleblowing Policy is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report genuine concerns.

It allows employees to bring to the attention of those who can make a difference any practice which they believe or suspect.

- Is unlawful
- Is a serious breach of the council's policies, procedures and rules (for example, the Contract Procedure rules)
- Falls substantially below established standards of practice
- Amounts to improper conduct

It is difficult to come up with a complete list of issues which might cause concern, but you should report fraud, corruption or financial irregularities; the physical, mental or sexual abuse of clients; unfair discrimination; abuse of power; dangerous practices; criminal conduct; serious damage to the environment; negligence; unprofessional behaviour and evasion of statutory responsibilities.

The malpractice might be carried out by council employees, contractors, consultants or councillors.

This procedure is not to be used if you are generally dissatisfied at work or as a replacement to your existing employment rights with the council. If you make any allegations maliciously or for personal gain, disciplinary action against you may be considered.

This policy is endorsed by all the trade unions representing council employees.

How to raise a concern

a) Through your Manager

Normally you should first speak to your immediate manager. But if you feel that you can't do this - for example if you believe that they are involved - then you should speak to your Head of Service. You may find it helpful at this stage to contact your trade union representative.

b) Through the Whistleblowing route

If you do not feel able to contact any of these people you should call the council's Whistleblowing answerphone - ring **01484 225030** or email whistleblowing@kirklees.gov.uk

You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details - it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answerphone and email will be heard and seen only by the council's Corporate Customer Standards Team. They will then review all messages confidentially and contact either the Head of Audit and Risk or the Head of HR.

How your concerns will be dealt with

All allegations will be investigated: how and by whom depends on how serious they are and who they involve. The investigation may be handled internally, or referred to an external agency such as the police or Audit Commission. Internal investigations will be undertaken by an appropriate department such as Internal Audit or HR or in some instances by Senior Management within the service. The Corporate Customer Standards Officer retains overall responsibility for ensuring that all concerns are properly considered and dealt with appropriately.

If you raise your concerns under this policy then we will write to you within 10 working days saying:

- What we intend to do

- How long we think this will take
- Whether any more information is required from you

We will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

The Council's Cooperate Governance and Audit Committee Group will receive a regular report summarising all concerns raised under this policy.

Raising you concerns elsewhere

This Whistleblowing policy has been drawn up so that you can have your concerns dealt with properly, independently and confidentially by the council. But if you have no faith in this process, then you may consider contacting:

- A councillor - contact details in all libraries and information points
- The Council's external auditor-KPMG, 1 Sovereign Square, Leeds LS1 4DW
- The police - phone 101
- Public Concern at Work - an independent authority on whistleblowing at <http://www.pcaw.co.uk> or phone 020 7404 6609
- An appropriate regulatory, that the government believes may be appropriate to receive whistle blowing concerns as set out in; Department of Business Innovation & Skills 15/298; Blowing the Whistle to a Prescribed Person; List of Prescribed Persons and Bodies web address:

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

Additional

Provided that your behaviour is appropriate you will retain the statutory protection offered to whistleblowers.

Council employees have a responsibility not to undertake any action which might bring the council into disrepute. If you do decide to report your concerns outside

the council, you must ensure that you have a good reason for doing so and you must not disclose confidential information.