

Louie's Helping Hands

WHISTLEBLOWING POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

**ALL, STAFF HAVE ACCESS TO THIS POLICY AND
SIGN TO THE EFFECT THAT THEY HAVE READ AND
UNDERSTOOD ITS CONTENT**

Louie's Helping Hands

Whistle blowing Policy

Whistle blowing is defined as – ***“A person who in good faith reports significant concerns, allegations or suspicions of circumstances, situations or the behaviour of others which is likely to put a child's safety or welfare at risk.”***

Aims of the Policy

- Staff and volunteers have the right, and a responsibility, to raise ***genuinely*** held concerns about abuses of power and trust by colleagues towards pupils.
- This policy is designed to ensure that genuinely held concerns are raised, and effectively addressed, by people working for Louie's Helping Hands on a paid and unpaid basis. This policy also covers other people who come into the school in an official role i.e. students on placement, Inspectors from outside agencies, governors, volunteers & contractors.

A genuinely held concern might be about the following:

- criminal activity
- child protection and/or safeguarding concerns
- miscarriages of justice
- danger to health and safety
- damage to the environment
- failure to comply with any legal or professional obligation or regulatory requirements
- financial fraud or mismanagement
- negligence
- breach of the school's internal policies and procedures including its Code of Conduct
- conduct likely to damage the School's reputation
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters

No-one exercising their right to raise a concern in good faith under this Policy will be penalised for doing so. Any attempt to victimise staff, volunteers and students for raising genuine concerns, or to prevent such concerns being raised, will be regarded as a disciplinary matter.

This policy does not:

- Replace the Grievance Procedure.
- Replace the Complaints Procedure.
- Replace the Safeguarding and Child Protection Policy.
- Require staff, volunteers or students to prove that their suspicions are well founded; however, they must have reasonable grounds for their suspicions.

Raising a whistleblowing concern

The Charity* hopes that in many cases Staff will be able to raise any concerns with the trustee's, speaking to them in person or putting the matter in writing if they prefer. They may be able to agree a way of resolving a concern quickly and effectively.

Investigation and outcome

Once a member of Staff has raised a concern, the Charity* will carry out an initial assessment to determine the scope of any investigation. The Charity* will inform the 'whistleblower' of the outcome of its assessment. The member of staff raising the concern may be required to attend additional meetings in order to provide further information.

The Charity* will aim to keep the member of staff informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent the Charity* from giving specific details of the investigation or any disciplinary action taken as a result. The member of staff is required to treat any information about the investigation as strictly confidential.

Whilst the Charity* cannot always guarantee the outcome a particular member of staff is seeking, the CHarity!* will try to deal with the concern fairly and in an appropriate way. If a member of staff is not happy with the way in which his or her concern has been handled, he or she can raise it with one of the other key contacts outlined above

*The Charity – Louie's Helping Hands

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases Staff should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for Staff to report their concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

Whistleblowing concerns usually relate to the conduct of Charity Staff, but they may sometimes relate to the actions of a third party, such as a service provider. The law allows Staff to raise a concern in good faith with a third party, where the member of staff reasonably believes it relates mainly to their actions or something that is legally their responsibility. However, Staff are encouraged to report such concerns internally first. Staff should contact one of the other individuals set out above for guidance.

If in doubt staff can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are:

Public Concern at Work (Independent whistle blowing charity)

Helpline: 020 7404 6609

E-mail: whistle@pcaw.co.uk

Website:

www.pcaw.co.uk

People who contact another person in order to whistle blow must be prepared for their concerns to be taken further. No one can expect their concerns to be kept confidential but they can be reassured that they will not be subsequently victimised. Whistle blowing is rooted in the need to keep children and young people safe; it is **not** about getting other people into trouble.

This policy was adopted by: Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	