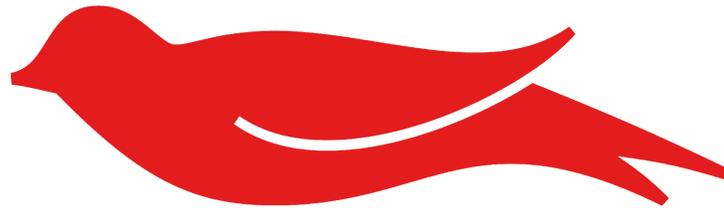




# **PEMBROKE HOUSE**



## **WHISTLE BLOWING POLICY**



## **WHISTLE BLOWING POLICY** **PROCEDURE FOR MANAGING ALLEGATIONS AGAINST STAFF**

If a child or his / her parents volunteers to a member of staff information about abuse by another member of staff, the person receiving the information should immediately write down the information given and inform the Head. Teachers are particularly vulnerable to accusations of abuse but even though such allegations may be false, malicious or misplaced, reporting must be instantaneous and the informant assured of that. Such information will be extremely sensitive for abuse in these circumstances. Particularly serious but unfounded allegations can be traumatic for the teacher concerned and can inflict long term damage on a person's health and career. In the event of any such allegations Department for Children, Schools and Families (DCSF) best practice will be followed.

The Head will consult with the DSL and together they will consider initially whether there is sufficient substance in an allegation to warrant investigation. The Head and the DSL will consult with a legal representative, as part of this consideration, and the Chairman of Council and Safeguarding Lead on Council will be informed. If the allegations refer to the DSL or the Head then the Chairman of the Council will be informed to progress the investigation. In cases of serious harm the Police will be informed immediately.

Staff should be aware that they are at risk of accusation or abuse. It is advisable to avoid physical contact with children. All one-to-one meetings with children should be conducted in school office areas or classrooms where the doors remain open with other staff nearby, as a safeguard to all. Adequate regard for transparency and lack of secrecy should be had. Children should not be transported by car unless in a group, or with a driver and escort. Female pupils will have a female escort. School minibus or hired transportation is advised wherever possible.

Staff should not communicate electronically with children other than by use of the school email addresses and system on matters of school business only. Each communication may be screened by the ICT Department under the Acceptable Use Policy. Staff should not hold child mobile numbers on their telephones or use SMS text to communicate with children.

All staff may make a public interest disclosure in the interests of safeguarding and child safety at any point and may approach either the DSL, HoPC, Head or the Safeguarding Lead on Council with any concerns they may have regarding Safeguarding and Child Protection. Any such disclosure, known as whistleblowing, will not entail recrimination on behalf of the staff member making such a disclosure.

The DSL is currently Evonne Wheeler. The designated member of Council for Safeguarding is Ann Gatonye.



## Pembroke House Whistle Blowing Policy

### General Whistleblower Policy

This policy is intended to encourage all members of PHS staff to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

- a) The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- b) If the Whistleblower is uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower can report the event to the next highest or another level of management, including to the DSL, HoPC, Head, Chairman of Council or Safeguarding Lead on Council.
- c) The Whistleblower can report the event with his/her identity or anonymously.
- d) The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
- e) A Whistleblower who makes a report that is not done in good faith is subject to disciplinary action, or other legal means to protect the reputation of the organization and members of staff.
- f) Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to disciplinary action.
- g) Any person who receives the reports must promptly act to hand it over to the relevant person to investigate and resolve.
- h) The Whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.
- i) If the investigation of a report, that was done in good faith and investigated by an internal member of staff, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the Council.



## Pembroke House Whistle Blowing Policy

- j) The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement or Government agencies.