



## Scarborough College

### WHISTLEBLOWING POLICY

***This is a whole College policy, including EYFS and the boarding community.***

Scarborough College (the College) recognises that there may be times when an employee wishes to disclose information relating to wrongdoing at work. This wrongdoing should relate to some danger, bribery, corruption, fraud or other unethical conduct in the workplace.

Employment legislation governs the making of disclosures concerning workplace activities and is intended to protect employees who blow the whistle on bad practice, from being subjected to any detriment/harm or from being unfairly dismissed as a result.

This procedure is available to all employees who discover something they feel they should pass on in the interests of the public. It includes all types of wrongdoing, whether they are acts committed by fellow employees, faults in College procedures or oversights which should be rectified. The procedure can still be used even if the wrongdoing has finished or indeed, has not occurred yet.

Provided that this procedure is used correctly and the employee makes the disclosure in good faith they will not suffer any detriment as a result of reporting the wrongdoing. However, a failure to follow this procedure may make the disclosure unreasonable and the protection provided by this procedure may be lost.

#### **Child protection, safeguarding concerns and 'whistleblowing'**

The procedure set out in the four stages below in this policy **should not be used** for safeguarding matters including low-level concerns. Instead, the following protocols (A), (B), (C), and (D) summarised below and set down in the College's Safeguarding Policy **must** be followed:

(A) For any child protection allegation against or low-level concern about a member of staff or other person working or volunteering in the College, the procedure set down in the Safeguarding Policy must be followed: i.e. the Head must be informed without notifying the person against whom the allegation is being made.

(B) For a child protection allegation against the Head, the procedure set down in the Safeguarding Policy must be followed: i.e. the Chair of Governors must be informed without notifying the Head. In either case, anyone may refer an allegation on a child protection matter directly to the Local Authority Designated Officer, Children's Social Care and/or the police.

(C) Where the handling of a specific child protection matter by the DSL or any deputy DSL is thought to be inappropriate or unsuitable, the concern should be referred to the Head, the Chair of Governors, the Designated Safeguarding Governor, or the local authority Designated Officer.

(D) Where the general approach of the leadership to child protection matters by the College is thought to be inappropriate or unsuitable, the concern should be referred to the Chair of Governors, the Designated Safeguarding Governor or to the Designated Officer for the local authority.

For any child protection concern, the NSPCC Whistleblowing Advice helpline may be consulted: 0800 028 0285 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

For all matters **other than** child protection, the following protocols should be followed:

### **Stage One**

In the first instance you should disclose the wrongdoing to your Head of Department or the Head of the Prep School. If your Head of Department/Head of the Prep School is involved in the suspected wrongdoing, you should proceed directly to Stage Two of this procedure.

You should receive a response detailing to whom the disclosure has been notified or any action taken within ten working days of your Head of Department or the Head of the Prep School becoming aware of the disclosure.

### **Stage Two**

If you have not received a response after ten working days of if your Head of Department/Head of the Prep School is involved in the suspected wrongdoing you should notify the Headmaster or the Business Manager as appropriate of your disclosure.

You should receive a response detailing any action taken within ten working days of the Headmaster/Business Manager becoming aware of the disclosure.

### **Stage Three**

If you do not receive any response, you should inform the Chair of Governors of the disclosure.

### **Stage Four**

If you do not receive a response within ten working days you shall be entitled to notify a relevant and appropriate body outside the College which may include:

- the Health and Safety Executive (HSE);
- the Environment Agency;
- the Information Commissioner;
- the Department for Education (DfE);
- the Department for Business, Innovation and Skills (BIS);
- the Police;
- the Charity Commission;
- ISI (Ofsted for EYFS concerns)

### **Extreme Circumstances**

In extreme circumstances you will have the right to raise your concern directly with a relevant and appropriate outside body, without first having followed the stages above. However, this could cause damage to the College and its reputation and may be deemed as a breach of your own duty of confidentiality to the College. Consequently bypassing the procedure should only be done after much careful thought and only in extreme circumstances.

Scarborough College will consider extreme circumstances to exist where you have a reasonable belief that:

- the College will subject you to detriment if you inform your Head of Department/Head of the Prep School in accordance with Stage One above, or if you inform the Head/Business Manager in accordance with Stage Two above or the Chair of Governors in Stage Three above;
- a cover up is being made by the College; or,
- a disclosure previously made by you to any of the relevant parties in accordance with Stages One, Two or Three has not resulted in a satisfactory response.

Please note that even where you think extreme circumstances exist, you should under no circumstances approach the media or any other commercial body with details of the suspected wrongdoing. If you do and/or where your concern is disclosed for personal gain, Scarborough College may consider this to be gross misconduct and may result in formal disciplinary action.

Scarborough College appreciates that whistleblowing can be a daunting prospect and the legislation can be hard to understand. The College has streamlined this procedure to make it user friendly, if you do have any queries about the procedure other than for safeguarding matters please contact the Head or the Business Manager. For safeguarding matters, please contact the Designated Safeguarding Governor or the Head.

*Policy Prepared by:*

**Guy Emmett**

**Headmaster**

| Person Responsible for Updates | Date Last Reviewed | Next Review Due |
|--------------------------------|--------------------|-----------------|
| Guy Emmett                     | September 2022     | September 2023  |

