



Salterns Academy Trust

**Whistleblowing Policy
(Protected Disclosures)**

Document Control

Document Author: The Chief Operating Officer (COO)

Review period – 2 years, or as required by legislative/policy change

Updated	By	Approved By	Approved Date
March 2016	HR Manager	Trust Board	March 2016
November 2020	CFOO	Trust Board	December 2020
November 2022	COO	Trust Board	December 2022
Bi-annual Review. Updates include <ul style="list-style-type: none">• Minor changes to job titles and inclusion of contact details• Update to 4.2 to distinguish between school and central trust teams and clarify reporting requirements• Amendments to roles and responsibilities to reflect role of Trust CEO• Inclusion of named individuals in line with Trust academy Handbook requirements• Links updated			
Jan 25	COO	Trust Board	Feb 2025
<ul style="list-style-type: none">• Inclusion of trustees in line with extension of whistleblowing protections in November 24• Updates throughout including change of reporting process			

Whistleblowing Policy (Protected Disclosures)

1. Purpose

This policy aims to enable employees, Volunteers, Trainees, Trustees and Governors to raise serious concerns within The Salterns Academy Trust and its' schools rather than overlooking a problem or 'whistleblowing' outside of the organisation. In summary, the policy:

- Encourages individuals affected to report suspected wrongdoing as soon as possible in the knowledge that their concerns will be taken seriously and investigated and that their confidentiality will be respected
- Explains how to raise concerns about potential wrongdoing in or by the Trust
- Sets clear procedures for how the Trust will respond to such concerns
- Outlines the protection available to a member of staff if they raise a whistle-blowing concern
- Assures staff that they will not be victimised for raising a legitimate concern through the steps set out in the policy even if they turn out to be mistaken (though vexatious or malicious concerns may be considered a disciplinary issue)

This policy applies to all employees within the Salterns Academy Trust whether on a permanent or on a fixed term contract. It also applies to contractors working for The Salterns Academy Trust and its' schools on school premises, for example agency workers, supply teachers and contractors. The policy also applies Volunteers, Trainees, Trustees and Governors. Throughout the term 'worker' will be used to describe all those covered by this policy.

This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Legislation

The requirement to have clear whistle-blowing procedures in place is set out in the Academies Trust Handbook. This policy has been written in line with the above document, as well as government guidance on whistleblowing and taking account of the Public Interest Disclosure Act 1998 (PIDA).

3. Definition of Whistleblowing

Whistleblowing covers concerns made that report wrongdoing that is "in the public interest". A whistle-blower is a person who raises a genuine concern.

Examples of whistleblowing include:

- Criminal offences, such as fraud or corruption
- Pupils' or staffs' health and safety being put in danger
- Failure to comply with a legal obligation or statutory requirement

- Breaches of financial management procedures
- Attempts to cover up the above, or any other wrongdoing in the public interest
- Damage to the environment

Not all concerns about the Trust or schools within the Trust, count as whistleblowing. For example, personal staff grievances such as bullying, or harassment do not usually count as whistleblowing. If something affects a worker as an individual, or relates to an individual employment contract, this is likely a grievance.

When workers have a concern, they should consider whether it would be better to follow our staff grievance or complaints procedures.

Protect (formerly Public Concern at Work) has:

- [Further guidance](#) on the difference between a whistle-blowing concern and a grievance that workers may find useful if unsure
- A free and confidential [advice line](#)

4. Procedure for workers to raise a whistle-blowing concern

Workers should consider the examples in section 3 when deciding whether a concern is of a whistle-blowing nature. Consider, for example, whether the incident(s) was illegal, breached statutory or Trust procedures, put people in danger or was an attempt to cover any such activity up.

4.1 When to raise a concern

Workers could be the first to realise that there may be something seriously wrong within a School or the Trust. Raising serious concerns is 'doing the right thing'. Where a worker has concerns, raising the concern is in the best interest of colleagues and of students within the school/Trust. Raising concerns will often aid the protection of children and be caring for other colleagues/workers.

4.2 How to raise the concern

You should usually report your concern to the Trust CEO. However, if the concerns relate to the CEO, it should be reported to the Chair of the Trust. If your complaint relates to the Chair of the Trust, it should be raised with the **Secretary of State for Education** via

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0370 000 2288

Website: www.gov.uk/contact-dfe

Concerns should be made in writing wherever possible and refer to this being a disclosure under this Policy. You need to include the names of those you believe have or are committing wrongdoing, dates, places and as much evidence and context as possible. You should also declare whether you have personal interest in the matter.

The Trust is committed to the highest possible standards of openness, probity, and accountability. Workers who have serious concerns about any aspect of the Trust's work are encouraged to come forward and voice those concerns on a confidential basis.

Contact details for Trust CEO and Chair of Trustees are:

- Nys Hardingham - Trust CEO: CEO@salternstrust.co.uk
- Andy Cree - Chair of Trustees: acree@salternstrust.co.uk

5. How the school/Trust will respond

When a concern is received, the person receiving it - referred to from here as the 'recipient' - will:

- Meet with the person raising the concern within a reasonable time. The person raising the concern may be joined by a trade union or professional association representative
- Get as much detail as possible about the concern at this meeting and record the information. If it becomes apparent the concern is not of a whistle-blowing nature, the recipient should handle the concern in line with the appropriate policy/procedure
- Reiterate, at this meeting, that they are protected from any unfair treatment or retaliation (e.g., dismissal, demotion, harassment) under **PIDA 1998**.because of raising the concern. If the concern is found to be malicious or vexatious, disciplinary action may be taken (see section 9 of this policy)
- Establish whether there is sufficient cause for concern to warrant further investigation.

'the recipient will endeavour to keep the person raising the concern informed of progress insofar as possible and give an estimated timeframe for advising of next steps. However, there may be elements which the recipient decide should remain confidential.

If the initial investigation identifies sufficient concerns the recipient should arrange a further investigation into the matter. This investigation should be undertaken by a senior member of staff or a Trustee unconnected with the issue. In some cases, the Trust may need to bring in an external, independent body to investigate. In other cases, they may need to report the matter to the police.

The person who raised the concern should be informed of how the matter is being investigated and an estimated timeframe for when they will be informed of the next steps.

Within 10 School/working days of a concern being received, the Trust will write to the worker:

- Acknowledging that a concern has been raised
- Indicating how it is proposed to deal with the matter

- Giving an estimate of how long it will take to provide a final response
- Telling the worker whether any initial enquiries have been made
- Telling the worker whether further investigations will take place and if not, why not.

The Trust accepts that the worker will need to be assured that the matter has been properly addressed and therefore the Trust will inform the worker of the steps that have been taken to resolve the matter as appropriate. Certain details may need to be restricted due to confidentiality.

6. Outcome of the investigation

Once the investigation – whether this was just the initial investigation of the concern, or whether further investigation was needed – is complete, the investigating person(s) will prepare a report detailing the findings and confirming whether any wrongdoing has occurred. The report will include any recommendations and details on how the matter can be rectified and whether a referral is required to an external organisation, such as the local authority or police.

Beyond the immediate actions, the CEO, Trustees and other staff, if necessary, will review the relevant policies and procedures to prevent future occurrences of the same wrongdoing. The Trust will always try to deal with concerns fairly and in an appropriate way.

7. Final Report

The final report of any investigation will be passed to the Chief Operating Officer who will report on all allegations and the actions taken to members of the Trust Board as soon as possible after the completion of the final report.

8. Confidentiality

The Trust discourage you from making anonymous disclosures as they are very difficult to investigate. The Trust cannot properly establish whether allegations are credible without being able to ask for more details or clarification, and this makes it hard to reach an informed decision.

The Trust will protect anyone who blows the whistle in good faith. All Workers should feel able to openly raise issues under this Policy. However, it is understood that the subject matter covered by whistleblowing can be sensitive. If you are concerned about possible reprisals, whether from colleagues or others, you should talk to your member of the Trust HR team who will be able to provide you with appropriate support and reassurance.

The sensitive nature of whistleblowing investigations means that, aside from those involved in the whistleblowing process set out above, the Trust will try to keep your personal involvement confidential. There may be circumstances where this cannot be done, and in those circumstances, The Trust will discuss the matter with you to explain the position.

9. Malicious or vexatious allegations

Workers are encouraged to raise concerns when they believe there to potentially be an issue. If an allegation is made in good faith, but the investigation finds no wrongdoing, there will be no disciplinary action against the worker who raised the concern.

If, however, an allegation is shown to be deliberately false, invented or malicious, the trust will consider taking disciplinary action against the person making the allegation up to the level of gross misconduct.

10. Escalating concerns beyond the Trust

The Trust encourages workers to raise their concerns internally, in line with section 4 of this policy, but recognises that workers may feel the need to report concerns to an external body. The Protect advice line, linked to in section 3 of this policy, can help workers when deciding whether to raise the concern to an external party. External bodies to which matters can be reported include:

His Majesty's Chief Inspector of Education, Children's Services and Skills ('the Chief Inspector')

Contact them about matters relating to the welfare of children provided with accommodation by boarding schools, colleges and residential special schools.

The Chief Inspector
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0300 123 3155
Email: whistleblowing@ofsted.gov.uk

and:

Secretary of State for Education

Contact them about matters relating to the following educational institutions in England:

- maintained schools
- maintained nursery schools
- independent schools (including academies and free schools)
- non-maintained special schools
- pupil referral units
- alternative provision academies

- 16 to 19 academies (and free schools)
- an institution within the further education sector
- special post-16 institutions

Ministerial and Public Communications Division
Department for Education
Piccadilly Gate
Store Street
Manchester
M1 2WD

Tel: 0370 000 2288

Website: www.gov.uk/contact-dfe

A full list of prescribed bodies to whom workers can raise concerns with is included [here](#).

11. Roles and Responsibilities

The Salterns Academy Trust has overall responsibility for ensuring that the Policy is managed appropriately.

The Executive Headteacher / Headteacher and line managers within each school are responsible for making workers aware of the existence of this policy.

The Chief Operating Officer will maintain a record of concerns raised and outcomes (in a form which does not endanger confidentiality) and will report to the Trust Board, as necessary.

Workers are responsible for making themselves familiar with and complying with this policy.

12. Approval

This policy will be reviewed every two years. At every review it will be subject to the approval of the Trust Board.