



Fulham
SCHOOL

WHISTLE-BLOWING POLICY

Reviewed by:	Will le Fleming	September 2018
Confirmed by:	Executive Group	September 2018
Approved:	Board of Governors	Pending

Next review: September 2020

1. Introduction

Whistle-blowing is the mechanism by which adults can voice their concerns, made in good faith and without fear of repercussion. It applies when the complainant has no vested interest but rather is an observer. It is not the same as making a complaint.

2. Statement of Intent

Fulham School is committed to open and honest communication between all members of the community. To that end we encourage a culture in which employees, parents and volunteers feel safe to raise, without fear of reprisal, any genuine concern they may have about misconduct or malpractice.

The well-being and safety of children is our prime concern; it must take priority over any loyalty towards work colleagues.

All concerns raised in accordance with this Policy will be promptly investigated and appropriate action will be taken.

3. Aims

- To assist staff to acknowledge their individual responsibility to bring matters of concern to the attention of senior leadership and/or relevant external agencies, particularly where the welfare of children may be at risk
- To enable and encourage individuals to raise genuine and legitimate concerns
- To support staff to take an active role in the elimination of poor or insufficient practices, malpractice or wrongdoing
- To ensure any concerns raised are investigated appropriately and confidentially
- To ensure protection to those making the complaint against any form of retaliation or victimisation, as long as the disclosure must, in the reasonable belief of the worker making the disclosure, be made in the public interest

This Policy covers concerns that fall outside the scope of our Complaints Policy and the Grievance Procedure and Disciplinary and Dismissal Procedure contained in our Employee Handbook.

4. Procedures

Having observed something that gives cause for serious concern (this may be to do with child welfare, health and safety, financial malpractice or illegality) the following action should be taken:

- Report your concern to the Head of the relevant school stage:
 - Pre-Prep: Di Steven, 020 7471 4215, dsteven@fulham.school
 - Prep: Neill Lunnon, 020 7386 2441, nlunnon@fulham.school
 - Senior and whole school: Will le Fleming, 020 7386 2427, wle Fleming@fulham.school

- If your concern regards the Head of Pre-Prep or Prep, report to Will le Fleming. If your concern is about the Headmaster of Senior/whole school, report to Dr Stephen Spurr, Chair of Governors: 07733012073, stephen.spurr@inspirededu.co.uk
- If your concern relates to the safety of a child you should follow the related procedures laid out in the Safeguarding and Child Protection Policy. Always remember that if you think a child is suffering serious harm or is at risk of serious harm you should inform the relevant DSL or DDSL immediately and if they are unavailable contact Children's Social Care directly. All contact details are in the Safeguarding and Child Protection Policy.
- If you are worried about how to raise a concern, you should seek independent advice through your union, early years advisor or professional body. Alternatively call the Public Concern at Work advice line on 020 7404 6609 or see pcaw.org.uk.
- Record what you witnessed in writing including, where possible, any background, names, other witnesses, dates, times and places as well as the nature of your concern. If for any reason you do not wish to put your concern in writing, the person to whom you report will make a written record and ask you to sign to confirm its accuracy. Keep a copy of the written record.
- Do not:
 - Investigate the matter yourself
 - Tell those you suspect to be involved
 - Accuse or approach individuals
 - Tell anyone other than the relevant Head or Chair of Governors
- You will receive a written acknowledgement of your concern within one week of its receipt.
- The Head or Chair of Governors will investigate your concern. You will be informed of what action is being taken within two weeks of the original report. You will be kept informed of the progress of the investigation and of its outcome.
- If you are not satisfied with the outcome you should take your concern to Ofsted. They may be contacted:
 - Through a dedicated whistle blowing hotline: 0300 123 3155 (Monday to Friday, 8.00am to 6.00pm)
 - By email to the whistle blowing team: whistleblowing@ofsted.gov.uk
 - By post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2 WD

In addition to the above information any member of staff may also contact the NSPCC whistleblowing helpline on 0800 028 0285 or watch the video at www.safeguardingschools.co.uk/whistleblowing.

NB If your concern is about harm or risk of harm to a child, you must follow the procedure laid out in the Safeguarding and Child Protection Policy.

5. Confidentiality

- If a concern is raised anonymously it is very difficult to investigate.
- The Head and Chair of the Governors will respect and protect a person's identity when a concern is raised.

- However, in certain circumstances, identities will have to be revealed to the person complained against and the complainant may be asked to provide written evidence in support of the complaint.
- If the person's identity is to be disclosed, he or she will be informed before the disclosure and given reasons as to why this was necessary.

6. References

This Policy has been informed by:

- DfE Statutory Guidance 'Keeping Children Safe in Education' (KCSIE) (September 2018)
- The Enterprise and Regulatory Reform Act (April 2013)
- The Public Interest Disclosure Act (1998)