

### 3.4

## Whistleblowing Flow Chart

The aim is to ensure staff feel confident regarding their duty to raise a serious concern, should malpractice or wrongdoing be witnessed at work. If something is worrying you, please tell us, so that it can be dealt with.

#### **Staff responsibilities to:**

- Confidentially report/raise a serious concern at the earliest opportunity with dates/detail
- Ensure you receive a response
- Negotiate protection from possible reprisal victimisation by ensure confidentiality
- Negotiate any outside help and support as required

#### **Management/committee responsibilities to:**

- Ensure all staff are aware of the 'whistleblowing' policy & procedure
- Listen/investigate concerns
- Ensure there is a timely response
- Protect individual from possible reprisal victimisation
- Confidentiality/equality is promoted whether rightly or wrongly accused

#### **What should be reported?**

- Abuse of a child or vulnerable person
- Inappropriate treatment/care of a child
- A criminal offence has or is about to be committed
- Serious unsafe working practices - failing to comply with statutory and legal obligations
- Covering up wrong doing or malpractice
- Bribery or corruption has or is about to take place

#### **The Investigation process:**

- Referral – through established child protection/abuse procedure
- Independent inquiry – via LADO or other agencies as required
- Management – investigates through the disciplinary/grievance process

#### **From Investigation:**

For the person raising a concern

- Written acknowledgment from the management within 10 working days
- Staff support mechanism & information
- Inform on any decision to further or make ongoing investigations which are to take place if not/why not

#### **An allegation**

- If made in good faith and true, but unconfirmed as yet by an investigation, the management will recognise your concern
- If an allegation is made for personal gain/frivolously/maliciously or inappropriately disciplinary action may be taken

**Public Interest Disclosure Act 1998** – through employment law, the 1998 act known as Whistleblowing act, sets out to protect employee and individuals from reprisal and discrimination Free legal, helpline "Public Concerns at Works" for serious/malpractice on: 02074046609 or email UK advise line: [helpline@pcaw.org.uk](mailto:helpline@pcaw.org.uk).

**LADO** - Child protection referrals for allegations against staff members: 01159773921

**Ofsted's** Whistleblower Hotline on 0300 123 3155 Mon – Fri 8 - 6 or email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) Individual cases are not investigated or handled by Ofsted unless there is evidence of more 'systematic' failures.