

Whistleblowing Flow Chart

The aim is: To ensure staff feel confident regarding their duty to raise a serious concern, if they have witnessed wrongdoing at work.

Staff responsibilities to:

- Report/raise a serious concern confidentially at the earliest opportunity with dates
- Ensure you receive a response
- Negotiate protection from possible reprisal victimisation & ensure confidentiality

Management/committee responsibilities to:

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

What should be reported?

- Inappropriate treatment/care of a child
- Serious Health & safety or Safeguarding concerns relating to children or adults
- Discrimination of a child/adult/family
- Breach of behaviour or confidentiality regarding staff/manager/committee

The Investigation process:

- Management - investigates through the disciplinary/grievance process
- Referral - through established child protection/abuse procedure
- Independent inquiry

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 yet unconfirmed 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 sets out to protect employee and individuals from discrimination

Protect offers a free legal, helpline on: 020 3117 2520 or email whistle@protect-advice.org.uk

Ofsted's Whistleblower Hotline on 030 0123 3155 Mon - Fri 8 - 6 or email whistleblowing@ofsted.gov.uk