



# THE FULHAM BOYS SCHOOL

<b>Policy Title</b>	Whistleblowing Policy
<b>Policy Author</b>	Alun Ebenezer/Mark Harris
<b>Reviewed By</b>	N/A New Policy
<b>Approved By Personnel Committee</b>	May 2020
<b>Date of Approval by Governing Body</b>	Summer 2020
<b>Version Approved</b>	Summer 2020
<b>Date of Next Review</b>	Summer 2021

## Revisions Table

<b>Version</b>	<b>Date</b>	<b>Revised by</b>	<b>Description of Change</b>
Summer 2020	Summer 2020	N/A new policy	N/A - new policy

The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.

## **1. INTRODUCTION**

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 The staff and governors of The Fulham Boys School seek to run all aspects of School business and activity with full regard for high standards of conduct and integrity. In the event that members of staff, parents, governors or the school community at large become aware of activities which give cause for concern the School has established the following whistleblowing policy, or code of practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.
- 1.3 This policy is in line with the School's Christian ethos.
- 1.4 The attached Annual Declaration of Whistleblowing Policy acknowledgement (Appendix 1) should be signed by all staff.
- 1.5 Throughout this policy, the term whistleblower, denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life; Local Spending Bodies published in May 1996.
- 1.6 The Fulham Boys School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. We recognise that some concerns may be extremely sensitive and have therefore developed a system which allows for the confidential raising of concerns within the school environment but also has recourse to an external party outside the management structure of the school.
- 1.7 The Fulham Boys School is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved. The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance which would be dealt with under the School grievance procedures.

## **2. When might the whistleblowing policy apply?**

- 2.1 The type of activity or behaviour which The Fulham Boys School considers should be dealt with under this policy includes;
  - 2.1.1 Manipulation of accounting records and finances
  - 2.1.2 Inappropriate use of School assets or funds
  - 2.1.3 Decision-making for personal gain
  - 2.1.4 Any criminal activity
  - 2.1.5 Abuse of position
  - 2.1.6 Fraud and deceit
  - 2.1.7 Serious breaches of School procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)

### **3. What action should the whistleblower take?**

- 3.1 The Fulham Boys School encourages the whistleblower to raise the matter internally in the first instance to allow those school staff and governors in position of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.
- 3.2 The Fulham Boys School has a designated individual to specifically deal with such matters.

#### **3.3 Name and position contact details:**

Alun Ebenezer

Headmaster

[a.ebenezer@fulhamboysschool.org.uk](mailto:a.ebenezer@fulhamboysschool.org.uk)

- 3.4 If you have a concern about the Headmaster, this should be referred to the Chair of Governors, Mr Alex Wade. You can contact Mr Alex Wade directly: [a.wade@fulhamboysschool.org.uk](mailto:a.wade@fulhamboysschool.org.uk)
- 3.5 The whistleblower may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible.
- 3.6 Alternatively if the whistleblower considers the matter too serious or sensitive to raise within the internal environment of the school, the matter should be directed in the first instant to the Department for Education (DfE). The DfE has its own procedures for dealing with such matters and will ensure every effort to respect confidentiality of the whistleblower. The matter can also be referred to the LADO (see 7.4 below)
- 3.7 In addition information and advice can be obtained from the charity Public Concern at Work. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Public Concern at Work

Suite 306

16 Baldwins Gardens

London

EC1N 7RJ Telephone Number 020 7404 6609

### **4. How will the matter be progressed?**

- 4.1 The individual(s) in receipt of the information or allegation the (investigating officer(s)) will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance for example involvement

of other members of school staff, legal or personnel advisors, the police, the Department for Education.

- 4.2 Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.
- 4.3 The whistleblower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to the governing body and local authority.
- 4.4 If the whistleblower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concern should be raised with investigating officer(s), the governing body and/or directed to the Department for Education.

## **5. Respecting confidentiality**

5.1 Whenever possible The Fulham Boys School seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect him/her from reprisals. The Fulham Boys School will not tolerate any attempt to victimise the whistleblower or attempts to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

## **6. Raising unfounded malicious concerns**

6.1 Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

## **7. Safeguarding Whistleblowing**

7.1 The Fulham Boys School has designated individuals to specifically deal with such matters.

7.2 Name and position contact details:

Simon Kellie, Designated Safeguarding Lead  
[s.kellie@fulhamboysschool.org.uk](mailto:s.kellie@fulhamboysschool.org.uk)

Alun Ebenezer, Deputy Designated Safeguarding Lead  
[a.ebenezer@fulhamboysschool.org.uk](mailto:a.ebenezer@fulhamboysschool.org.uk)

7.3 If the whistleblower has any concerns about the DSL or the DDSL they can contact the chairman of governors [a.wade@fulhamboysschool.org.uk](mailto:a.wade@fulhamboysschool.org.uk).

- 7.4 Alternatively if the whistleblower considers the matter too serious or sensitive to raise within the internal environment of the school, they should refer to the LADO [Megan.brown@lbhfgov.uk](mailto:Megan.brown@lbhfgov.uk).
- 7.5 The staff member is also able to contact the Whistleblowing Advice Line (NSPCC) which offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or call 08000280285
- 7.6 The whistleblower may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible

8. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the school. This document is a public commitment that concerns are taken seriously and will be actioned.

## APPENDIX 1

### Annual Declaration of Whistleblowing Policy acknowledgement

I confirm that I have read and understood The Fulham Boys School's Whistleblowing Policy.

Name:	
Position:	
Date:	
Signature:	