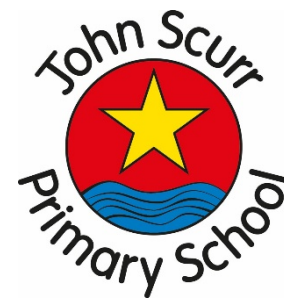



**John Scurr Primary School**  
Cephas Street  
London E1 4AX  
Tel: 0207 790 3647



Email: [admin@johnscurr.towerhamlets.sch.uk](mailto:admin@johnscurr.towerhamlets.sch.uk)  
[www.johnscurrprimary.weebly.com](http://www.johnscurrprimary.weebly.com)

**Headteacher: Maria Lewington**

## Whistleblowing Policy

Reviewed by:	Leadership & Governing Body
Date:	
Review dates:	2023
Ratified by Governors:	Maria Lewington & Kevin Hinde
Governor Signature:	

The Governing Body and Leadership Team have worked with staff, parents and pupils to provide a curriculum and ethos that robustly ensures that our school vision is evidenced in all we do ;

- To grow healthy and strong and will know how to look after their bodies.
- To keep trying to learn new skills to grasp all of life's exciting opportunities.
- To have the confidence to think, explore and take risks so that they can 'Be the Best that You Can Be.'
- To learn to see the good in others and they will see the good in you.
- To say 'I think I can, I know I can' and will know how incredible we are.
- Who will feel proud to be part of our school community.



## Changes (other than dates and personnel)

**Page 3-** These behaviours may be within the day to day school environment but may also be whilst working remotely and /or online in the capacity of your role. ( Summer 2020)

## INTRODUCTION

The staff and governors of John Scurr Primary (JSP) 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 school staff, parents, governors or the school community at large become aware of activities which give cause for concern, JSP has established the following whistleblowing policy, 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.

Throughout this policy, the term *whistleblower* denotes the person raising the concern of 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.

JSP school is committed to tackling fraud and other forms of malpractice and treats these issues seriously. JSP School recognises that some concerns may be extremely sensitive and has therefore developed a system that allows for the confidential raising of concerns with the school environment but also has recourse to an external party outside the management structure of the school.

John Scurr Primary School is committed to creating a climate of trust and openness so that a person who has 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 that would be dealt with under the John Scurr Primary School grievance procedures.

## WHEN MIGHT THE WHISTLEBLOWING POLICY APPLY?

The type of activity or behaviour which JSP School considers should be dealt with under this policy includes:

- Manipulation of accounting records and finances
- Inappropriate use of school assets or funds
- Decision-making for personal gain
- Any criminal activity
- Abuse of position
- Fraud and deceit
- Serious breaches of school procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest, etc.,)

These behaviours may be within the day to day school environment but may also be whilst working remotely and /or online in the capacity of your role.

## WHAT ACTION SHOULD THE WHISTLEBLOWER TAKE?

John Scurr Primary School encourages the whistle-blower to raise the matter internally in the first instance to allow those school staff and governors in a position of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

JSP School has designated a number of individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

<b>Name and Position</b>	<b>Contact details</b>
<b>Maria Lewington – Headteacher</b>	<b>020 7 790 3647</b>

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.

Where a concern relates to Maria Lewington, Head Teacher this should be reported to the Clerk to the Chair of Governors.

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 instance to the **London Borough of Tower Hamlets, Chief Internal Auditor on 020 7364 5000**.

The London Borough of Tower Hamlets has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the whistleblower. The LA will ensure relevant officers of the Department for Education and Employment are informed as appropriate.

Other whistleblowing routes also exist: for example, the NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – the line is available from 8:00 AM to 8:00 PM, Monday to Friday. Email support is available by contacting: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

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 Concerns at Work  
Suite 306  
16 Baldwin Gardens  
London EC1N 7RJ

Tel No. 020 7404 6609

## **HOW WILL THE MATTER BE PROGRESSED?**

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 and Employment, the London Borough of Tower Hamlets.

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.

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 the London Borough of Tower Hamlets.

## **RESPECTING CONFIDENTIALITY**

Wherever possible John Scurr Primary School seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect him/her from reprisals. JSP 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.

## **RAISING UNFOUNDED MALICIOUS CONCERNS**

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.

## **CONCLUSION**

Existing good practice within JSP school in terms of its systems or internal control both financial and non-financial and the external regulatory environment in which the school operates ensure that cases of suspected fraud or impropriety rarely occur. 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.

**I understand and will abide by the Whistle Blowing Policy and accept that failure to do so may result in this document being referred to, if disciplinary matters arise against me.**

**Name** .....

**Signature** .....

**Date** .....