



**Inspiring Primaries  
Academy Trust**  
Inspiring all to flourish and succeed

# **Inspiring Primaries Academy Trust**

## **Policy for Whistleblowing (S11)**

The Board of Trustees adopted this policy on: 13 January 2025  
To be reviewed: January 2027 or earlier if required

**This policy applies to all employees regardless of whether they are permanent, fixed term, casual, agency or volunteers, this includes Governors/Trustees, consultants and contractors.**

**The requirement to have clear whistle-blowing procedures in place is set out in the Academy Trust Handbook. This policy has been written in line with that document, as well as government guidance on whistle-blowing. It also takes into account the Public Interest Disclosure Act 1998.**

**This policy does not form part of employees' terms and conditions of employment and therefore may be subject to change at the discretion of the Trust.**

### **1. Purpose**

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- 1.1 This policy encourages and enables workers to promptly raise (“disclose”) any serious concerns (“wrongdoings”) they may have about the activities of employees, Governors/Trustees, or external organisations in relation to their dealings with the trust/school, in the knowledge that their concerns will be taken seriously and investigated, and that their confidentiality will be respected.
- 1.2 This document sets out the procedure for those wishing to raise a whistleblowing concern and:
  - Outlines how individuals can raise their concerns in respect of any wrongdoings at work.
  - Outlines who an individual can escalate their concerns to, if, following the completion of any internal processes, their concerns remain, and

- Outlines the protection from reprisals or victimisation afforded to individuals who blow the whistle where the matter raised is in the public interest.
- 1.3 Concerns relating to a worker's own contract of employment or concerns in relation to an allegation of bullying or harassment should be raised using the Trust's grievance policy.
- 1.4 Protect (formerly Public Concern at Work) has further guidance on the difference between a whistle-blowing concern and a grievance that staff may find useful if unsure and a free confidential [advice line](#).

## 2. What is Whistleblowing?

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- 2.1 Whistleblowing is the disclosure of information which relates to suspected wrongdoings or dangers at work. Such disclosures are referred to as "Protected Disclosures".
- 2.2 To qualify as a Protected Disclosure, an individual raising the concern must reasonably believe that one of the following specific categories is either already happening, has happened, or is likely to happen in the future **and** that the disclosure being made is in the public interest:
- A criminal offence, for example fraud or corruption
  - An act creating a risk to health and safety of others, including pupils and staff
  - An act causing damage (or risk of damage) to the environment,
  - A miscarriage of justice,
  - Breaches of financial management procedures
  - Is potentially unlawful or a breach of, or failure to comply with any other legal obligation,
- Or**
- Is a deliberate attempt by an individual or group of people to conceal any of the above.

A full list of disclosures qualifying for protection can be found in the Public Interest Disclosure Act 1998.

- 2.3 An individual who raises a whistleblowing concern has the right not to be subjected to any detrimental treatment (including being unfairly penalised, disciplined or dismissed) as a result of raising the concern.
- 2.4 Where an individual believes they have been subjected to detrimental treatment as a result of raising a whistleblowing concern, they should report the matter to the Trust Leader. Any such behaviour will not be tolerated and may be treated as a disciplinary offence.
- 2.5 Where an individual has knowingly raised false concerns under this policy, this may also be treated as a disciplinary offence and will be considered under the Trust's disciplinary policy.

## 3. Confidentiality

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- 3.1 The identity of those who raise concerns will be protected as far as practically possible. However, the investigation may, out of necessity, reveal the source of the information and

statements made by those who raised the issue may be used as part of any formal process, for example if a formal process/hearing is required, thus revealing the source of the concern.

3.2 Individuals are encouraged to put their name to any allegations made, however, the trust will consider concerns expressed anonymously. Any action taken in respect of anonymous concerns will be considered at the discretion of the trust, taking into account:

- The seriousness of the issues raised,
- The credibility of the concern,
- The likelihood of the allegation being substantiated, and
- Whether it is considered that the allegations are untrue/false.

3.3 Individuals who make a Protected Disclosure under this policy are protected by the Public Interest Disclosure Act 1998 from any repercussions on their present position or future career. The Act does not protect anyone who is acting maliciously or making false allegations. The trust does not tolerate any form of harassment or victimisation against an individual raising a concern.

## 4. Raising a Concern

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### 4.1 Who can raise a concern?

Any individual who currently works for or who has previously worked for the trust and who has a genuine concern relating to any wrongdoing (where it is considered to be in the public interest) may raise a complaint. In addition, a concern may also be raised under the policy by an individual who works for an organisation that provides a service to the trust such as agency workers, volunteers and Governors/Trustees.

### 4.2 When to raise a concern:

Staff should consider the examples in section 2 when deciding whether their concern is of a whistle-blowing nature. Consider whether the incident(s) was illegal, breached statutory or trust procedures, put people in danger or was an attempt to cover any such activity up.

### 4.3 How to raise a concern:

Concerns should be raised in writing wherever possible. It is important that the individual provides as much detail as possible, including:

- Details of the suspected wrongdoing, including times, dates and places etc.
- The specific names of individuals involved,
- What actions the individual is seeking by raising the concern.

Staff raising a concern should also include details of any personal interest in the matter.

### 4.4 Who to raise your complaint with:

Individuals should normally raise their concerns with their Line Manager in the first instance. However, this may not always be appropriate depending on the nature of the concern, the

seriousness and sensitivity of the issue, and who is allegedly involved. Alternatively, individuals may contact:

- the Executive Principal/Head Teacher if the concern is regarding their line manager, or where the individual feels unable to approach their immediate line manager.
- a member of the Governing Body where the concerns being raised relate to the Executive Principal/Head Teacher, or member of the Senior Leadership Team,
- where the concerns being raised relate to the Trust Leader, employees may contact a member of the Trust Board, or
- their Trade Union representative for advice and support on raising an issue.

Where an individual is concerned that the Governing Body or Trust Board is acting or proposing to act unreasonably or has failed to discharge its duties, this can be raised as a whistleblowing concern. Alternatively, they can contact the Secretary of State for Education via the DfE and/or Ofsted (Tel: 0300 123 3155 or via email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)).

Where concerns are of a serious nature and criminal activity is suspected, individuals have the right to raise issues directly with the Police or other relevant agency as they see fit.

#### 4.5 **Support:**

It is acknowledged that raising a concern can be difficult therefore where a worker raises a concern, consideration should be given on how best to support them. Advice on how to support individuals can be sought from the Trust's HR Manager.

## 5. **Action Following Receipt of a Whistleblowing Concern**

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5.1 Within 10 working days: the person with whom the concern is raised will write to the individual who submitted the complaint to:

- Acknowledge that the concern has been raised;
- Indicate how it is proposed to deal with the matter;
- Advise whether further investigations will take place and, if not, why not; and
- Confirm, where possible, an estimate of how long it will take to provide a final response.

5.2 The action taken will depend on the nature of the concern being raised. For example, the matter may:

- Be investigated internally,
- Be investigated by a third party (~~such as HR~~),
- Be referred to the Trust's External or Internal Auditor,
- Be referred to the Police, or
- Form the subject of an independent inquiry.

5.3 To protect individuals and the Trust, initial enquiries may be made to determine whether an investigation is appropriate and what form it should take. Allegations which fall within the scope

of specific procedures (e.g. child protection or unlawful discrimination issues) will be dealt with under relevant policies where appropriate.

- 5.4 The purpose of the investigation is to establish the facts and collate appropriate and relevant information in relation to the concern(s) being raised. Further enquiries may also be necessary in order to gather evidence relevant to the situation and to ensure the matter has been thoroughly considered. This may include the collation of documentary evidence and/or witness(es).
- 5.5 Some concerns may be resolved by agreed action without the need for investigation.
- 5.6 The individual will have the right to be accompanied at any meetings by a Trade Union representative or work colleague.

## 6. Outcome of the Investigation

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- 6.1 If an investigation is warranted, the individual will be informed of the outcome in writing and any next steps or action that will be taken. However, the individual will not be informed of the detail of the investigation or any action taken against another employee (e.g. disciplinary action) or where there are sensitive issues that need to remain confidential.
- 6.2 The individual who raised the concern has no right of appeal against the outcome of the investigation, however, if the individual is not satisfied with the outcome of the investigation and wishes to take the matter outside the Trust, they may contact:
  - For safeguarding issues **only**, Leicestershire County Council's Allegations Manager (LADO) (Tel: 0116 3054141),
  - Their local Councillor (for those who live in the area of the Trust/school),
  - Relevant professional bodies or regulatory organisations; (Department for Education, ESFA, Ofsted, HM Revenue and Customs),
  - The Police,
  - The whistleblowing charity, Protect (Tel: 020 3117 2520),
  - The National Audit Office (Tel: 020 7798 7999).
- 6.3 When taking the matter outside of the trust/school, the individual must ensure that they do not disclose any confidential information about the trust/school or its employees and pupils which is not relevant to the issue.

## 7. Malicious or vexatious allegations

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- 7.1 Staff are encouraged to raise concerns when they believe there to potentially be an issue. If an allegation is made in good faith, but the investigation finds no wrongdoing, there will be no disciplinary action against the member of staff who raised the concern.
- 7.2 If, however, an allegation is shown to be deliberately invented or malicious, the trust will consider whether any disciplinary action is appropriate against the person making the allegation.

## **8. Responsible Officer**

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- 8.1 The Chair of Trustees has overall responsibility for the maintenance and operation of this policy. The Chair of Trustees must maintain a record of concerns raised and their outcomes and will report, as necessary, to the Trust Board.