

TITLE: Whistleblowing	REF: GOV012	VERSION: 2
APPROVAL BODY: ALET Board	DATE: 21.10.19	REVIEW DATE: 20.10.22
LEAD PERSON: Head of Governance and Compliance		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1. 11.07.16	ALET Board	New Policy
2. 21.10.19	ALET Board	Full Review

WHISTLEBLOWING POLICY

Our mission is “to deliver excellence in education and to transform lives through learning”, bringing to life our core values of empowerment, enterprise, connectedness and transformation. We work hard to ignite confidence, expand opportunities, energise the community and generate prosperity.

These values are further supported by [our learning philosophy](#), rooted in the dynamics between the brain, motivation and our emotions.

Policy Statement

This policy sets out expectations regarding whistleblowing, i.e. disclosing wrongdoing.

Principles

We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards. We encourage staff to report suspected wrongdoing as soon as possible.

This whistleblowing policy is linked to:

- **ESD007 Grievance Procedure**
- **GOV015 Complaints procedure**

Contents

Principles.....	1
Aims	2
Legislation and statutory requirements	2
Responsibilities	2
About this policy	2
How to raise a concern	3
Confidentiality	3
External disclosures	3
Protection and support for whistle-blowers	3

Aims

This policy seeks to support an open, transparent and safe working environment where colleagues feel able to speak up. Furthermore, the ALET intends to demonstrate a clear commitment that concerns will be listened to and appropriate action taken.

Legislation and statutory requirements

Whistleblowing law is in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998).

Responsibilities

The Trust Board

The Trust board and their policy committee are responsible for monitoring this whistleblowing policy's effectiveness and holding the trust leadership group to account for its implementation.

ALET's Leadership Group

The leadership group are responsible for ensuring this policy is adhered to and applied consistently.

This policy will be reviewed annually by the Head of Governance and Compliance and approved by the ALET Trust board. Any amendments will be presented at a meeting of the full Trust board.

About this policy

This policy does not form part of any employee's contract of employment and may be amended at any time.

Who is covered by this policy?

This policy applies to all individuals working at all levels of ALET, including leadership, senior managers, teachers, support staff, officers, governors, directors, consultants, contractors, trainees, part-time and fixed-term workers, casual and agency staff and volunteers (collectively referred to as "staff" in this policy).

What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to the ALET schools' activities. This includes but is not limited to:

- bribery, fraud or corruption;
- conduct which has failed, or is likely to fail, to comply with a legal or professional obligation;
- disclosure related to miscarriages of justice;
- actions which endanger the health or safety of any individual, including risks to children or the public as well as other workers;
- sexual or physical abuse of children/staff;
- neglect or emotional abuse of children in school;
- damage to the environment;
- theft or misuse of ALET property or assets;
- the unauthorised use of public funds;
- serious departure from professional standards.

This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Policy or Anti-harassment and Bullying Policy as appropriate. If you are uncertain whether something is within the scope of this policy you should seek advice from the Whistleblowing Officer, whose contact details are at the end of this policy.

How to raise a concern

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact the Whistleblowing Officer or the Chairman of the Trustees. Contact details are at the end of this policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Protection and support for whistle-blowers

We aim to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment as a result of raising a genuine in good faith. If you believe that you have suffered any such treatment, you should inform the Whistleblowing Officer or the Chairman of the Trustees immediately.

Staff must not threaten or retaliate against whistle-blowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

If we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

Protect (formerly Public Concern at Work) operates a confidential helpline. Their contact details are at the end of this policy.

Contacts:

Whistle blowing Officer	Head of Governance and Compliance – (Clerk to the Board of Trustees) 01865 551025 Clerk@alet.org.uk
Chairman of the Trustees	01865 551001
Protect – Independent Charity (formerly Public Concern at Work)	020 3117 2520 www.pcaw.co.uk