

Whistleblowing Procedure

1. Policy Statement

1.1 NOYT is committed to the highest possible standards of:

- Openness and inclusiveness
- Accountability
- Integrity in-line with that commitment
- Upholding fundamental British values

1.2 The aims of this procedure are to:

- a) encourage those working in NOYT to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- b) provide guidance on how to raise concerns.
- c) reassure those raising concerns that they are able to raise genuine concerns “made in the public interest” without fear of reprisals, even if they turn out to be mistaken.

1.3 NOYT will provide all reasonable protection for those who raise concerns “made in the public interest”.

1.4 NOYT will be responsible for ensuring that appropriate personal support is offered both to an adult raising a concern and to any adult against whom allegations have been made under this procedure.

2. What is 'Whistleblowing'?

2.1 'Whistleblowing' is defined as 'raising concerns about misconduct within an organisation or within an independent structure associated with it' (Nolan Committee on Standards in Public Life). In the legislation it is called a protected disclosure.

2.2 A concern must relate to something which:

- a) is a breach of NOYT's policies; or
- b) falls below established standards or practice; or
- c) amounts to improper conduct, including something that may be:
 - a breach of the law
 - a Health & Safety risk
 - deliberate concealment of any of these matters
 - any other substantial and relevant concern

2.3. These issues could have arisen in the past, be currently happening or likely to happen in the future. The law does not protect an adult who would be breaking the law in making the disclosure.

2.4 If you have a serious concern it should be reported using the following procedure.

3. How to Raise a Concern ('Whistleblowing')

- 3.1 All concerns will be treated sensitively and with due regard to confidentiality and where possible every effort will be made to protect your identity if you so wish. Nevertheless, this information will need to be passed on to those with a legitimate need to have this information and it may be necessary for you to provide a written statement or act as a witness in any subsequent proceedings or enquiry. This will always be discussed with you first.
- 3.2 Where concerns are expressed anonymously the Chairman will decide how to proceed. An investigation may be carried out, depending on the nature of the allegations and the evidence/information presented.

4. Step 1

- 4.1 If you wish to raise a concern you should normally raise it with the Chairman. This can be in person or in writing.
- 4.2 NOYT recognises that sometimes it may be inappropriate for you to approach the Chairman with your concern. In these circumstances, you can contact one of the Safe Guarding Officers.
- 4.3 Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.

5. Step 2

- 5.1 The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to you within 10 days to let you know how your concern will be dealt with.
- 5.2 The information you can then expect to receive is:
 - an indication of how the concern will be dealt with
 - an estimate of how long it will take to provide a final response
 - whether any initial enquiries have been made
 - whether further investigations will take place, and if not why not
 - information about support available for you

6. Step 3

- 6.1 Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:
 - an internal investigation by the Chairman which may, for example, take the form of a disciplinary investigation
 - a referral to the Police.

7. Step 4

- 7.1 You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law.
- 7.2 If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:
- the Citizens Advice Bureau
 - the Police
- (See Annex 2 for further details).
- 7.3 You must make a disclosure “in the public interest”; and in the circumstances it must be reasonable for you to make the disclosure.
- 7.4 If there is an issue of an exceptionally serious nature which you believe to be substantially true, then you may disclose the issue to someone other than those listed in paragraph 9.2. In determining whether it is reasonable for you to have made a disclosure the identity of the person to whom the disclosure is made will be taken into account. Disclosures to anyone outside of the recognised bodies specified in 9.2 may not be protected disclosures under the Act.

8. Review and Reporting of the Procedure

- 8.1 This procedure has been reviewed with reference to equalities, human rights and discrimination legislation. Confidential monitoring of the procedures is undertaken in order to gather data to help establish whether the procedure is operated in a fair and consistent manner. In undertaking monitoring the School will not identify individuals.
- 8.2 This procedure will be regularly reviewed by the Monitoring Officer to ensure that it continues to remain compliant and meets the needs of Schools and those working in schools.

Responsible Officer: **Who do we put?**

Date:

Review Date:

