

Cavendish Close Infant and Nursery School

Whistle Blowing Policy

Introduction

The staff and governors of Cavendish Close Infant and Nursery 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 the school staff, parents, governors or the school community at large become aware of activities which give cause for concern, Cavendish Close Infant School has established the following whistle blowing policy, or code of practice which acts as a frame work 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 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 of Standards in Public life: Local Spending Bodies* published in May 1996.

Cavendish Close Infant School is committed to tackling fraud and other forms of malpractice and treats these issues seriously. Cavendish Close Infant School recognises that some concerns may be extremely sensitive and has 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.

Cavendish Close Infant 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 Cavendish Close Infant School grievance procedures.

When might the whistleblowing policy apply.

The type of activity or behaviour which Cavendish Close Infant 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)

What action should the whistleblower take?

Cavendish Close Infant School encourages the whistleblower to raise the matter internally in the first instance to allow those school staff and governors in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

Cavendish Close Infant 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.

Name and Position	Contact details.
Mrs. J Brandon. Head teacher	School 01332 662239 Home 01332 519399

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.

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 Councils Head of Audit.

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

In addition the 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 020 7404 6609

