



**Crawford Village**  
Primary School & Nursery

*Small enough to care...big enough to inspire*

## ***Whistleblowing Policy***

# **Crawford Village Primary School**

## **What is Whistleblowing?**

Whistleblowing encourages and enables employees to raise serious concerns **within** the School or Local Authority rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong at a place of work. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the school.

## **Our Commitment**

Crawford Village Primary School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of the School's work to come forward and voice those concerns.

## **Who does the Policy apply to?**

The policy applies to all employees, (including those designated as casual, temporary, agency, authorised volunteers or work experience), and those contractors working for the on school premises, for example, agency staff, builders, drivers.

This policy is based on Lancashire County Council's Whistleblowing Policy, which has been discussed with the relevant trade unions and professional organisations and has their support.

## **The Aims of the Policy**

- To encourage all staff to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for staff to raise concerns in confidence and receive feedback on any action taken.
- To ensure that any concerns raised receive a response and that individuals are aware of how to pursue them if they are not satisfied.
- To reassure staff that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made any disclosure which is in the public interest.

## **What types of concern are covered?**

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.

- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

### **Safeguards and Victimisation**

The school recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

The Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect individuals when they raise a concern which is in the public interest.

### **Confidentiality**

All concerns will be treated in confidence and every effort will be made not to reveal individual identities if requested. At the appropriate time, however, it may be necessary to come forward as a witness.

Individuals are encouraged, however, to put their name to any concerns whenever possible. Please note that:

- Staff must believe the disclosure of information is in the public interest.
- Staff must believe it to be substantially true.
- Staff must **not** act maliciously or make false allegations.
- Staff must **not** seek any personal gain.

### **How to Raise a Concern**

As a first step, you should normally raise concerns with your immediate supervisor/manager or their superior. Concerns should be raised with the Headteacher of the school, the Chair of Governors or the School Adviser.

Dependent on the seriousness and sensitivity of the issues involved, however, and who is suspected of the malpractice, it may be necessary to approach a more senior level of management within your Directorate/LCCG.

Lancashire County Council Financial Regulations require that the County Treasurer shall be notified of all financial or accounting irregularities or suspected irregularities. This policy does not supersede that requirement, it does in fact provide the opportunity to raise concerns directly to Internal Audit through the helpline.

To make a confidential call please ring the dedicated Whistleblowing number: **01772 532500**

Concerns can also be made in writing. Correspondence should be sent to:

Principal Auditor, Lancashire Audit Service, County Treasurer's Department, County Hall, Lancashire County Council, Preston, PR1 0LD.

Or

Employee Relations Team, Human Resource, Payroll and Pension Service, One Connect Limited, PO Box 78, County Hall, Preston, PR1 8XJ (email [HRPWhistleblowingComplaints@oneconnectlimited.co.uk](mailto:HRPWhistleblowingComplaints@oneconnectlimited.co.uk)).

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