

Come as you are and leave as a champion



THE
**CREATIVE
LEARNING**
PARTNERSHIP TRUST

Whistleblowing Policy

Approved by: Chair of Trustees **Date:** 3rd December 2020

Chief Executive Officer

Next review due by: Autumn Term 2021

Whistleblowing Policy

The Creative Learning Partnership Trust is committed to operating with honesty and integrity. We expect all colleagues to operate on this basis and to adhere to our policies, procedures and code of conduct. Fraud, misconduct or wrongdoing will not be tolerated.

The aim of this policy is to encourage colleagues to report suspected wrongdoing internally rather than externally as a first resort. Any concerns raised under this policy will be treated seriously and dealt with confidentially. The concern may relate to something that is happening or has happened in the past.

Any colleague raising a concern under this policy will not be treated less favourably for raising concerns as outlined in this procedure. This means that any colleague who raises a concern under this policy will not be subjected to a detriment nor will they be dismissed for doing so.

Any reference to 'the Trust' refers to The Creative Learning Partnership Trust. This policy applies to employees of The Creative Learning Partnership Trust, referred to in this policy as colleagues including agency workers, trainees or anyone working on a casual basis.

The policy and procedure applies to all colleagues, regardless of length of service, but does not form part of the contract of employment and can be varied from time to time.

What is whistleblowing?

Whistleblowing is when a worker reports suspected wrongdoing at work.

For example

- A criminal offence; and/or
- A miscarriage of justice; and/or
- Damage to the environment; and/or
- Breach of a legal obligation; and/or
- A danger to health and safety; and/or
- A deliberate concealment of any of the above.

A colleague can report things that are not right, are illegal or if anyone at work is neglecting their duties, including:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- the company isn't obeying the law (like not having the right insurance)
- covering up wrongdoing

A colleague who has a reasonable belief that a wrongdoing has or may be committed and raises a genuine concern relating to any of the above, is a whistleblower and is protected under this policy.

The Trust will, at its discretion, consider disclosures that are made anonymously, although such disclosures are inevitably much less powerful. The Trust will also treat every disclosure in confidence, and only reveal the identity of the person making it if absolutely necessary (e.g. if required in connection with legal action).

Rights of the Whistleblower

All colleagues are encouraged to use this policy to raise genuine concerns and will not be treated less favourably for doing so, even if they are mistaken in their belief.

Any colleague who raises a concern under this policy will not be subjected to a detriment nor will they be dismissed for doing so. Any colleague who believes that they have been subjected to a detriment for raising a complaint should raise the matter with the named Monitoring Officer, who is the head of business operations- Lynn Thorley.

Any colleagues raising the concern are protected by the Public Interest Disclosure Act (PIDA) which protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality or other wrongdoing.

Victimisation of a whistleblower by any other colleague for raising a concern under this policy will in itself constitute a disciplinary offence.

Where the Trust believes that a colleague has knowingly made a false allegation or acted maliciously, the colleague will be subject to disciplinary action, which may include dismissal for gross misconduct.

This policy does not deal with any complaints relating to a colleague's own treatment at work or own contract of employment. Those matters should be raised under the Grievance procedure or the Bullying and Harassment procedure, as appropriate. An exception to this will be when the matter of concern arises from the colleague's own treatment at work that is arising from the whistleblowing matter they have raised previously.

Making a Whistleblowing Complaint

To make a whistleblowing complaint the whistleblower has to meet certain conditions.

If the disclosure is made to the Trust, it must be in the public interest and the person making the complaint ("the whistleblower") has a reasonable suspicion that the alleged malpractice has occurred, is occurring or is likely to occur.

If the disclosure is made to a regulatory body then as well as satisfying the conditions required for disclosure to the Trust, the whistleblower must also honestly and reasonably believe that the information they provide and any allegations contained in it are substantially true.

For example, a colleague will be eligible for protection if:

- they honestly think what they are reporting is true
- they think they are telling the right person
- they believe that their disclosure is in the public interest.

If the disclosure is made to other external bodies then as well as satisfying the conditions required for the Trust, in all circumstances of the case it must be reasonable for them to make the complaint. Further the whistleblower must:

- reasonably believe that they would be victimised if they raised the matter internally or to a regulatory body or,
- reasonably believe that evidence is likely to be concealed or destroyed or,
- have already raised the concern with the Trust and/or relevant regulatory body and no appropriate action has been taken
- reasonably believe that the information they provide and any allegations contained therein are substantially true.

If the disclosure is made to other external bodies and is of an "exceptionally serious" nature – which in an education setting could include, say, the alleged abuse of children or corruption then the whistleblower will not be required to:

- have raised the matter concerned internally first
- believe that they will be subject to a detriment for raising the disclosure externally
- believe that the evidence is likely to be concealed or destroyed.

A colleague who wants to raise a wrongdoing should in the first instance inform any one of the Contact Officers initially the school headteachers, details of whom can be found below. If a concern relates to a headteacher then the CEO needs to be informed- details below. If a concern relates to the CEO then the chair of trustees is informed- details below.

The initial contact can be by telephone (***please see telephone numbers below***) or in writing and, if the latter, should be in a sealed envelope addressed to the officer concerned and marked: 'PIDA – Strictly Private and Confidential'. E-mail cannot be guaranteed as a secure medium and it is not recommended as a channel for reporting issues related to this policy.

The Contact Officer who has received a disclosure will:

- acknowledge its receipt, in writing, within 5 working days;
- seek further information if required, which may include a personal interview, at which the colleague (whistleblower) can be accompanied by a representative of their trade union or professional association, or by a fellow employee;
- when the precise nature of the alleged wrongdoing is established, refer the disclosure to the monitoring officer);
- in liaison with the Monitoring Officer keep the individual informed regarding the progress and in all cases (subject to legal constraints) provide details of the outcome of any investigation.

On receipt of a disclosure from a Contact Officer, the Monitoring Officer will determine what further action, if any, is needed, which may comprise:

- internal investigation
- report to the Police
- report to external audit
- independent enquiry
- any combination of the above

The Monitoring Officer will also ensure that the Contact Officer is advised of progress and outcome.

If the colleague does not reasonably believe that appropriate action has been taken in relation to their concern, then they may raise it externally to the prescribed regulator or our external auditors. The charity, Public Concern at Work, can advise the colleague about raising the concern externally. This will include advising who the appropriate prescribed regulator is. The website for Public Concern at Work is <http://www.pcaaw.co.uk/>

External Auditor:

Hardings Chartered Accountants
6 Marsh Parade
Newcastle-under-Lyme
Staffordshire
ST5 1DU

Levels of Authority

Throughout this policy document, there are many references to Contact Officer. For the purposes of this policy 'Contact Officer' is the person delegated by the Trustees to perform the task. The Contact Officers are listed below- initially the headteachers, then the CEO and Chair of Trustees:

Headteachers within each school

James Bateman- Mrs Tracy Price 01782 973900

Thursfield- Mrs Liz Bradbury 01782 512301

Hempstalls- Miss Amy Bell 01782 950082

Manor Hill- Miss Jess Roden 01785 812418

Parkside- Mr Sam Compton 01785 450145

CEO

Mrs Lynne Bennett (Chief Executive Officer and Accounting Officer of the MAT)

Hempstalls Primary School- 01782 950082

Chair of Trustees

Chair of Trustees 07724177397

Monitoring Officer

Lynn Thorley- Head of Business Operations- 01782 950082

