ST ALBAN'S CATHOLIC PRIMARY SCHOOL,
A Voluntary Academy

Whistleblowing Policy

2026-27

To love, learn, share and respect in the light of Jesus

Policy Schedule	**Date**	**Signed**
Ratified by the Governing Body:	October 2026	Headteacher: Chair of Governors:
To be reviewed:	October 2027	

Our Aims:

- We will create a caring Catholic community in which all members can grow in love, trust and respect for one another.
- We will ensure that each member of our Catholic school community feels special as a child of God.
- We will celebrate our differences and similarities.
- We will help each other to develop our particular talents.
- We will communicate clearly and honestly with each other.
- We will create a sense of belonging between our school, our Church and our families.

CONFIDENTIAL REPORTING PROCEDURE ("Whistle Blowing")

INTRODUCTION

This procedure has been developed for the use of St. Alban's staff.

St. Alban's staff will use public funds prudently and apply the highest standards of conduct throughout the school. This procedure encourages the staff to help maintain these standards, by enabling you to draw attention to any concerns which you may have about the operation of the St. Alban's. Initially St. Alban's will seek to deal with your concerns through its internal procedures. Public disclosure may well be justified at some point but you are encouraged not to pursue this angle until St.

Alban's has had the opportunity to investigate the concern. Premature or unnecessary publicity may impede proper investigations, hurt individuals or damage St. Alban's reputation.

Examples of concerns that may be raised under the procedure are:

- Law breaking.
- Miscarriages of justice.
- Health and safety risks (to anyone).
- Damage to the environment.
- Maladministration
- Breach of any statutory Code of Practice.
- Unauthorised use of money.
- Dishonesty, fraud or corruption.
- Sexual, physical or financial abuse of clients.
- Other unethical conduct.
- Any failure to comply with appropriate professional standards.
- Loss of income to the school.

St. Alban's wants normal operational or managerial channels to be sufficiently open and effective for most concerns to be raised that way. But this will not always be appropriate or possible and that is why we have a Confidential Reporting Procedure. It offers the means to raise concerns you may have about any aspect of service provision or the conduct of staff or elected members or other people acting on behalf of St. Alban's. A concern may arise, for example, from worries about failure to observe standards or policies being circumvented or improper conduct.

The procedure does not cover concerns that are covered by other procedures. For example, an employment problem may well be covered by the Grievance Procedure.

HARASSMENT OR VICTIMISATION

You may be put off raising a concern because you are worried about reprisals. If you raise a concern in good faith and genuinely believe it to be well founded, you should have nothing to fear. You will be doing your duty to St. Alban's and the public. St. Alban's will not tolerate any harassment or victimisation (including covert pressure) and will do all it can to protect you. If you are involved in other procedures, such as disciplinary or redundancy, these will be kept quite separate from the investigation of your complaint.

You will not be penalised in any way, where you make an allegation in good faith but it is not confirmed after it has been investigated. A concern that is raised frivolously, maliciously or for personal gain may result in action being taken against you.

CONFIDENTIALITY

Your concern will be treated in strict confidence, within this Procedure, and everything done to keep your identity secret (if this is what you want). But note that you *may* have to be a witness at some point. It might then not be possible to keep your identity fully secret.

ANONYMOUS ALLEGATIONS

An anonymous concern is likely to carry much less weight than one which is signed; the investigating manager would have to decide whether or not to accept it. This decision would depend on the seriousness of the issue, the credibility of the concern and the likelihood of being able to confirm the allegation in other ways. Signed concerns are always better.

RAISING A CONCERN – THE CONFIDENTIAL REPORTING PROCEDURE

Who to approach

1. Head
2. Deputy Head
3. Line Manager
4. Chair of Governors

When deciding who it would be best to approach, take into account the type of matter, its seriousness and its sensitivity – and who may be involved. Some examples are given.

How to raise your concern

You can raise your concern orally (ie, face to face or over the phone) or in writing. If you write, mark the envelope 'personal and confidential'. Whichever way you choose, please give as much information as you can. Remember also to give your name, your job title, and say if you do not want to be contacted at work (if so, give your home address and phone number).

The following headings should help you organise your thoughts but you do not have to follow them exactly:

- Why you are concerned and the background information.

- Any other procedures which you have already used – and what happened.
- The people who are involved and their role.
- Dates or periods of time.
- The names and roles of any other people who will (or may) support your concern.

The earlier a concern is raised the better. Whilst you will not be expected to prove that allegations are true, you will need to show that you have a reasonable basis for your concern.

You may want to discuss the matter with one or two colleagues first. Their support could be helpful. There is nothing to stop two or more of you putting your names to a concern.

Involvement of your trade union or professional association, or other support such as a friend.

You may ask your trade union or professional association or other support, to raise a matter on your behalf. In this case – if you wish – you can remain anonymous when the concern is first raised. But you may have to be involved personally if the matter goes further.

You may also have your trade union, professional association or a friend at any meeting or interview.

Help with the procedure

Any of the following will help you to understand the procedure:

- Head
- Deputy Head
- Line Manager

HOW YOUR CONCERN WILL BE DEALT WITH

As a start, discreet enquiries will be made by a senior manager to decide whether an investigation is needed and if so, how it should be carried out. This will help protect everyone concerned. The overriding principle will be the public interest.

If this first, testing, stage shows that the concern should be followed up, there will either be a special examination or another procedure will be used, if appropriate.

Examples of special procedures are the St. Alban's Disciplinary Procedure or child protection procedures. It may be necessary to involve other agencies, for example the police or the Local Authority. Any urgent action will be taken before the investigation starts. It may be possible of course, to sort out the concern without a detailed investigation.

WHAT YOU WILL BE TOLD

Within 10 working days of your concern being received, the manager who carries out the initial enquiries will write to you confirming:

- What initial enquiries have been made.
- How your concern has been or will be dealt with.
- How long any further action may take (as far as this can be known).
- What further work is planned and how you may be involved.

The amount of contact you have with the people considering the matter will depend on many things. These include the type of concern, the potential difficulties of investigating it and the availability of information. You may need to provide more help.

Wherever possible, you will be told the final outcome of an investigation.

PERSONAL SUPPORT

St. Alban's will do all it can to minimise any difficulties which you may have because you have mentioned your concern. As far as we can, you will be offered personal support, which the manager leading the investigation will arrange. For example, if you had to give evidence in disciplinary or criminal proceedings, full advice about the procedure would be given to you.

IF YOU ARE NOT SATISFIED WITH ST. ALBAN'S RESPONSE

This procedure is meant to give everyone an effective way to raise a concern within St. Alban's (and if possible, to resolve it internally). You should not feel that you have to take an issue outside St. Alban's to get satisfaction. But if you are still unhappy after using the procedure (and getting a final response), you are entitled to consider taking your concern elsewhere. If you do this, these are some contacts which are available:

- The Local Authority.
- Your trade union.
- A Citizens Advice Bureau.
- A relevant professional or regulatory body.
- A relevant voluntary organisation.
- The police.

If you raise the matter outside St. Alban's, you must take into account the rules about disclosing confidential information.