



INDEPENDENT JEWISH DAY SCHOOL  
an ACADEMY

# Whistleblowing Policy

Date: September 2023  
Review Date: September 2024

Principal Rabbi Eliezer Zobin M.A.

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Charity number 287148; Company number 7718480

## **Introduction**

- This policy applies to all staff, volunteers and contractors, paid and unpaid, working in the school including governors.
- Training is provided on whistleblowing as part of the safeguarding and child protection training regularly provided by the school.
- The School has adopted this policy and the accompanying procedure on whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about the following:
  - fraud
  - malpractice
  - health and safety
  - criminal offences
  - miscarriages of justice
  - a failure to comply with legal obligations
  - inappropriate behaviour
  - unethical conduct
  - safeguarding concerns
- The policy also provides, if necessary, for such concerns to be raised outside the organisation.
- Members of staff must acknowledge their individual responsibilities to bring matters of concern, including low-level concerns, to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children may be at risk.
- All school personnel, supply staff and students on work experience are protected by law if they make a disclosure on any of the above.
- We are committed to the highest possible standard of openness, integrity and accountability and this policy details the actions that staff may take should they have any concerns.

## **Aims of this policy:**

The School's policy on whistleblowing is intended to demonstrate that it:

- will not tolerate malpractice
- encourages staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated, as appropriate
- encourages a culture of safety and of raising concerns
- encourages a culture of valuing staff and of reflective practice
- respects the confidentiality of staff raising concerns and will provide procedures to maintain
- confidentiality so far as is consistent with progressing the issues effectively
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate
- will only invoke the School's disciplinary procedure in the case of false, malicious, distressing or frivolous allegations. The policy seeks to reassure staff that they can raise genuine concerns without fear of reprisal, even if they turn out to be mistaken
- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

## **Equality:**

- Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

## **Policy and Procedure:**

When a concern has been raised the following procedure will be followed:

### **Role of the Governing Body**

The Governing Body:

- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and school volunteers are aware of and comply with this policy
- will provide support for a member of staff who has raised a concern
- will provide support for a member of staff against whom allegations have been made
- must keep both parties informed of all progress during any investigation
- will take no action against a member of staff if, after investigation, their concern has not been confirmed
- will take disciplinary action if a concern is raised frivolously, maliciously or for personal gain
- has responsibility for ensuring that the school complies with all equalities legislation
- has nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy
- has responsibility for ensuring funding is in place to support this policy
- has responsibility for ensuring this policy and all policies are maintained and updated regularly
- has responsibility for ensuring all policies are made available to parents
- has nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- has responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher / SLT**

The Headteacher will:

- ensure all school personnel and volunteers are aware of and comply with this policy
- encourage all school personnel to raise any concerns they have regarding actual or potential breaches of duty or a failure by the school
- provide support for a member of staff who has raised a concern
- provide support for a member of staff against whom allegations have been made
- keep both parties informed of all progress during any investigation
- work closely with the link governor
- provide leadership and vision in respect of equality
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Nominated Governor**

The Nominated Governor will work closely with the Headteacher to:

- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy
- report to the Governing Body every term
- annually report to the Governing Body on the success and development of this policy

The nominated person will, however, act independently to take any necessary action if they receive a whistleblowing disclosure according to the procedure below.

### **Role of School Personnel**

School personnel have a duty to speak out against and report any:

- criminal offence that has been committed, is being committed or is about to be committed
- person who has failed, is failing or is about to fail compliance with any legal obligation that they are subject to
- miscarriage of justice that has occurred, is occurring or is likely to occur
- health and safety issue that has endangered, is endangering or is likely to endanger any person
- damage to the school environment that has been committed, is being committed or is about to be committed

School personnel, who speak out against and report any of the above, will receive support from the Governing Body. The Governing Body will give support to any member of the school personnel against whom allegations have been made. School personnel have a duty to the school not to disclose confidential information. However, in accordance with the provisions of the Public Interest Disclosure Act 1998 this does not prevent an employee from seeking independent advice nor discussing their concern with the charity Public Concern at Work.

### **Other whistleblowing channels:**

If staff and volunteers feel unable to raise an issue with the School or feel that their genuine concerns are not being addressed, they may report their concerns to other whistleblowing channels, such as:

- Protect, an independent whistleblowing charity, (helpline: 020 3117 2502, email: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk), website: [www.pcaw.co.uk](http://www.pcaw.co.uk)).
- The NSPCC whistleblowing helpline (tel: 0800 028 0285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)).

### **Confidentiality:**

- The IJDS does not encourage staff to make anonymous disclosures as this can make proper investigations more difficult or impossible if we cannot obtain further information.
- It is also more challenging to establish whether an allegation is credible and made in good faith.
- If you are in doubt that your allegations will be taken appropriately, you can contact the above helplines, who will offer impartial, confidential advice.
- If there is evidence of criminal activity, then the Police will be informed.

### **Raising a concern:**

All raised concerns are investigated fully and every effort made to ensure confidentiality for all concerned parties.

- All concerns should be made in person or in writing to the SBM, David Buttle. (If the concern is about them, then it should be made to the Headteacher).
- The person making the claim can receive support from their trade union representative, should they wish, and they can be in attendance at any future meetings.
- The school must respond to the concern within 7 working days, stating how the concern will be dealt with, how long it will take to provide a final response, and information on support that the employee can take.
- Initial enquiries will take place which will lead to a decision whether an investigation should take place.
- The investigation will either be:
  - Internal
  - Referral to the Police
  - An external independent enquiry
- The employee will be informed of the outcome of the investigation by the Governing Body, in writing.

- If the employee is not content with the outcome of the investigation, they have right of access to an external body. This may include HMRC, the Audit Commission, Health & Safety Executive and / or Local Authority Designated Officer (LADO) if the disclosure relates to a Child Protection Issue.

**Raising awareness of the Policy:**

We will raise awareness of this policy via:

- School website
- Staff handbook
- Reports to Governors
- Staff meetings
- Safeguarding and Child Protection Policy

**Monitoring:**

- This policy is reviewed each academic year by the Governing Body.

**Signed: Mr Michael Paluch (Managing Director)**

**Dated: September 2023**

**Signed: Mr Yosh Radomsky (Headteacher)**

**Dated: September 2023**