



Whistleblowing Policy

Person responsible	Head, DFO and DPD
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1. Introduction and Aims

The Whistleblowing Policy has a key role to play in the safeguarding and welfare of the children in the School's care. Bute House Preparatory School (the School) is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in accordance with the Code of Conduct. All organisations face the risk of behaviour that warrants a Whistleblowing Policy (e.g. unknowingly harbouring illegal or unethical conduct). A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.

This Policy covers all employees, officers, Governors, consultants, contractors, volunteers, work placement students, casual workers and agency workers (**Staff**).

The School is committed to safeguarding and promoting the welfare of its pupils and encourages an open and supportive culture. The School recognises that this Policy is essential for its culture and ethos of inclusivity and for the welfare of its staff and pupils. It will therefore ensure that new staff are made aware of the Policy as part of their induction as well as providing training for existing staff as part of the School's safeguarding procedures. All staff are required to read this Policy so that they understand how concerns are dealt with, how to raise concerns and how they will be supported in doing so.

This Policy is also linked to the following Policies: Safeguarding (Child Protection), Safer Recruitment and Staff Behaviour (Code of Conduct).

This Policy is intended to assist individuals who believe they have discovered malpractice or serious wrongdoing at work. It will ensure that disclosures are taken seriously and dealt with appropriately.

This Policy is intended to cover genuine concerns that fall outside the scope of other procedures. It should not be used when staff have a complaint relating to their personal circumstances in the workplace. The grievance procedure should be used (as appropriate) in such cases.

This Policy is designed to help individuals feel able to raise concerns about suspected wrongdoing or dangers at work, including potential failures in the School's safeguarding procedures.

A whistleblower is a person who raises a genuine concern relating to any of the reasons for Whistleblowing listed below. If a staff member has any genuine concerns related to suspected wrongdoing or danger affecting any of the School's activities and such disclosure is in the public interest (a whistleblowing concern) it should be reported under this Policy.

The Policy aims to:

- Give confidence to staff about raising concerns about suspected wrongdoing or dangers at work so that they are encouraged to act on those concerns
- Provide staff with guidance on how to raise concerns

- Ensure that staff receive an appropriate response to the concerns they have raised and receive feedback on any action taken (where possible)
- Assure staff that they are protected from reprisals or victimisation for raising genuine whistleblowing concerns

2. Scope and Responsibilities

The Head, DFO and Director of People and Development are responsible for the Whistleblowing Policy. The Governing Body assumes overall responsibility for the implementation of this Policy.

3. Reasons For Whistleblowing

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. The Public Interest Disclosure Act 1998 protects any whistleblowing worker who discloses their concerns in the public interest. Matters of concern may include:

- Criminal and unlawful conduct
- Unethical conduct in the workplace
- Safeguarding concerns
- Behaviour which amounts to improper conduct including failure to comply with legal obligations or regulatory requirements
- Financial fraud or mismanagement or corruption
- Miscarriage of justice
- Health and safety risks including risks to the public as well as the risks to pupils and staff
- Environmental or property damage
- Action that has caused or is likely to cause physical danger to any person or risk serious damage to School property
- Bribery
- Financial irregularity
- Breaches of financial regulations or policies
- Actions that negatively affect the welfare of children
- Abuse of authority
- Deliberate concealment or attempt to cover up any of the above

If a member of staff is uncertain whether something is within the scope of this Policy they should seek advice from the Head, the DSL, Protect (the independent whistleblowing charity), the NSPCC whistleblowing helpline or the Modern Slavery helpline.

4. Principles of Reporting Concerns

- Every member of staff has a duty to protect children from harm
- Each individual has a responsibility to raise concerns about unacceptable practice or behaviour. Although this can be difficult, it is particularly important where the welfare of a child may be at risk.
- Adults working in a school are often the first to realise that the behaviour of someone is causing, or is likely to cause, harm to a child
- Staff have a duty to prevent the problem worsening or escalating and to protect or reduce risks to others
- Staff should prevent becoming implicated themselves for example that they have colluded with or ignored poor practice
- The School recognises that reporting a concern can be difficult

5. Mistaken or Untrue Concerns

Staff may be worried that they have insufficient evidence to raise a concern, that there may be adverse repercussions for their career and that they may suffer harassment or victimization. They may also worry that speaking out would be disloyal to colleagues and that it is easier to ignore suspicions. The School recognises these concerns and this Policy protects staff from reprisals. Bullying or harassment of staff will not be tolerated.

Provided that this procedure is used appropriately and correctly, no action will be taken against any member of staff who raises a genuine concern which proves to be mistaken.

If concerns are raised in a malicious manner, or for personal gain, the School may consider this to be gross misconduct and disciplinary action may be taken.

Victimization of a worker for making a genuine whistleblowing disclosure will be a disciplinary offence, as will misusing this Policy to make allegations.

The School has a culture of openness and support. It will resolve any concerns as swiftly and sensitively as it can and in a proportionate way to reach a successful resolution. The School has a culture which values its staff, so the raising of any concerns - without fear - is encouraged.

6. Guidance to Staff on Raising Concerns

Try to pinpoint exactly what practice is concerning you and why. Ideally this should be put in writing for the avoidance of doubt, but it can be a verbal report if you prefer. If it is verbal, notes

will be taken and read back to confirm accuracy. You do not have to provide proof of your concerns, but you should demonstrate sufficient cause for concern.

All concerns will be treated promptly and in confidence and as far as possible your identity will be protected, however, the School cannot guarantee absolute confidentiality. If it is necessary for anyone investigating your concern to know your identity, it will be discussed with you.

The School will also investigate anonymous allegations, but you are strongly encouraged to put your name to any allegation, as those expressed anonymously are much less powerful. Proper investigation may be more difficult or impossible if the School cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.

7. Reporting Procedures for Staff

Stage One

You should disclose the suspected wrongdoing first to your Line Manager. In the event that your Line Manager is involved in the suspected wrongdoing, you should proceed directly to Stage Two of this procedure.

You can expect a response detailing to whom the disclosure has been notified or any action taken within five working days of your Line Manager becoming aware of the disclosure.

Stage Two

If no response is forthcoming after five working days from your Line Manager, or if you are not satisfied with the way in which your concern has been handled, or if your Line Manager is involved in the suspected wrongdoing, you should notify the Head.

You can expect a response detailing any action taken within five working days of the Head becoming aware of the disclosure.

Stage Three

If no such response is forthcoming after five working days from the Head, or if you are not satisfied with the way in which your concern has been handled, or if the Head is involved in the suspected wrongdoing, you should inform the Chair of Governors of the disclosure via the Clerk to the Governors Julia.Watkiss@butehouse.co.uk

In the case of a meeting being held to discuss the disclosure you may, if you wish, be accompanied by a work colleague who is not involved in the area of work to which the concern relates and who could not be called as a witness.

If you are already the subject of a disciplinary or grievance procedure, these proceedings will not necessarily be halted by the whistleblowing. However, it must be reviewed to see if there is any link between them, and appropriate action would then be taken.

8. Reporting Procedures when there is a Safeguarding Concern

Nothing within this Policy is intended to prevent staff from complying with their statutory obligations in accordance with Keeping Children Safe in Education (DfE, September 2025). In particular:

Safeguarding (Child Protection) Policy: If you have any concerns about a pupil's welfare, action should be taken immediately (even if they are low-level concerns). You should report the concern to the Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL). See the School's Safeguarding (Child Protection) Policy for full information about what to do if you have a concern about a pupil, including what to do if the DSL is not available.

Safeguarding - member of staff: You must raise any concerns about another staff member (even if they are low-level concerns) in accordance with the School's Safeguarding or Low-Level Concerns Policies.

Whistleblowing Policy: You should follow this procedure to raise concerns about poor or unsafe practices at the School or potential failures by the School or staff to properly fulfil its safeguarding responsibilities.

The School is committed to the prevention of modern slavery. If you have any concerns or queries relating to modern slavery and human trafficking please contact the DSL. Identified instances of modern slavery should be immediately notified to the police. If you think you have identified an instance of modern slavery, or if you consider that you may be a victim of modern slavery, you may contact the Modern Slavery helpline on 0800 0121 700.

9. Relevant External Reporting

This Policy provides an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. The law recognises, as does this Policy, - particularly in relation to safeguarding - that in some circumstances it may be appropriate for staff to report concerns to a relevant outside body. Contact details for Safeguarding agencies can be found in the School Safeguarding Policy and Procedure. Data concerns can be reported to the ICO (<https://ico.org.uk/global/contact-us>) advice on who to contact can be sought from the agencies below.

10. Guidance and Advice

Staff are strongly encouraged to seek advice before reporting a concern to anyone external. In most cases you should not find it necessary to alert anyone external, but before you do - as well as considering the internal help and support available which is identified above - please seek external advice from:

- **Protect:** If you have any concerns about disclosing a suspected wrongdoing, the independent whistleblowing charity Protect operates a confidential helpline. Staff can call 020 3117 2520 for advice.

- NSPCC: The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0808 800 5000 (12pm to 4pm Monday to Friday) or email help@nspcc.org.uk
- Modern Slavery: The Modern Slavery helpline is available for staff who do not feel able to raise concerns about modern slavery internally. Staff can call 0800 0121 700.

11. The Media

You should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and/or where your concern is disclosed in a malicious manner or for personal gain, the protection given to you by this procedure may be lost. Additionally, the School may consider this to be gross misconduct and disciplinary action may be taken against you.

12. Monitoring and Review

The Head will inform the Chair of Governors of any concerns received and the action taken to resolve them. The Governing Body will review this Policy annually and the date of the next review is shown on the front page.

If you have any queries about this procedure you should contact the Head.