



THE AQUILA SCHOOL

**SAFE  
HAPPY  
LEARNING**

## Whistleblowing

Whistleblowing refers to the duty of everyone in school to report any colleague who they believe is doing something wrong or illegal or is neglecting to fulfill the requirements of their work. It is usually but not exclusively connected to the need to safeguard all children at all times and can include

- someone's health and safety is in danger;
- damage to the environment;
- a criminal offence;
- not obeying the law;
- covering up wrongdoing;
- misusing school funds and resources;
- actions that negatively affect the welfare of children
- failing to follow school processes
- unkindness towards a member of our school community
- having additional employment out of school

Personal grievances are not covered by the whistleblowing policy. Personal grievances should therefore be raised under the relevant Grievance Procedure

We encourage staff to speak up. The School recognises that staff may wish to seek advice before raising concerns and the school has no objection to you doing this provided you have maintained confidentiality and you do not breach any local laws (e.g., defamation laws).

When a member of staff has concerns they should report it internally initially – to a member of the leadership of the school or the school HR department. In the case of contractors, the matter will be reported to the relevant Contract Manager so that a decision can be made about the appropriate action to take.

The school guarantees to follow up on all issues raised but cannot always revert back to the whistle-blower about the outcome of the investigation.

Whistleblowing is a public interest disclosure and as such school will not penalise any member of staff for raising a concern. This does not mean, however, that if colleagues are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of their whistleblowing. The name of the staff member will always be kept confidential, unless the issue at hand develops into a criminal matter that involves the authorities.

Failing to report a concern could be seen as misconduct especially if the safeguarding of the children is at risk. If a concern is raised and the reporter is concerned that the report has not been taken seriously it should then be escalated to the regional Head of HR or the Managing Director at International Schools Partnership (ISP).