



PaRK IS Policies

WHISTLEBLOWING

PaRK INTERNATIONAL
SCHOOL

PaRK IS | Global Whistleblowing Policy

1. Introduction

PaRK International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, students and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at the school.

This policy enables members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriage of justice, and failure to comply with legal obligations, inappropriate behaviour or unethical conduct.

The policy on whistle-blowing is intended to demonstrate that the School:

- Has a culture of safety for raising concerns, valuing staff and reflective practice.
- Will not tolerate malpractice.
- Respects the confidentiality of employees 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 invoke the School's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations.
- Will provide a clear and simple procedure for raising concerns, which is accessible to all employees.

2. Procedure

This procedure is separate from the School's adopted procedures regarding grievances. Employees should not use the whistle-blowing procedure to raise grievances about their personal employment situation. This procedure is to enable employees to express a legitimate concern regarding suspected malpractice within the School, and potential failures in the School's safeguarding regime, these concerns should be in the public's interest.

Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

An employee who wishes to raise a concern under this procedure is entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although employees are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity the Police will be informed.

Employees will be at liberty to express their concerns to their line manager. If this is not appropriate, then they should contact the Head of Cycle. Should the allegation be of a safeguarding nature, please refer to the Safeguarding Policy and follow the procedures.

Any concerns raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The employee making the allegation will be kept informed of progress wherever possible and, subject to third party rights, will be informed of the outcome.

An employee who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Executive Head of School or CEO.

It should be noted that, there are circumstances where an employee may be entitled to raise concern directly with an external body where the employee reasonably believes that:

- It is justified by exceptionally serious circumstances.
- The School would conceal or destroy the relevant evidence.
- They would be victimised by the School.
- Relevant statutory, regulatory or enforcing authorities have ordered it.

False, malicious, vexatious or frivolous accusations will be treated as gross misconduct and disciplinary action will be taken by the School.

No employee will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and follow the Whistle-blower procedures.

This policy is in alignment with the Inspired Global Whistleblowing Policy.

Last reviewed: January 2021

Reviewers: Head of School | Barbara Lancastre | Marta Pereira

Next review date: January 2022