



*Academy*

INTERNATIONAL BOARDING SCHOOLS

**EF International Academy - Torbay**

# **Whistleblowing Process**

**Persons involved in the development of the process:**

**Headteacher**

**Governing Body**

**Date of commencement of the process: January 2016**

**Frequency of review: 2 years**



## **Whistleblowing :**

Whistleblowing is exposing organisational misconduct, dishonesty, illegal or unethical activity. If an individual working for EF Academy has a genuine belief that managers or colleagues are not acting appropriately, the individual is obliged to raise this at the most appropriate level. This whistleblowing process enables employees to do this safely and without reprisal within EF Academy wherever an individual may work.

In addition to this recommended and supportive internal approach, EF Academy recognises that individuals genuinely reporting malpractice via professionally-recognised third parties may also be protected by local legislation.

Individuals, who make allegations that are made maliciously, or are reported or published inappropriately, for example through social media, may be subject to disciplinary action.

### **Step 1 Informal Reporting**

Where there is no immediate or urgent harm being caused to others, employees are encouraged to informally report inappropriate activity **at the earliest opportunity**. Unless an employee believes that their manager is involved in the wrongdoing, the individual should raise their concerns in person with their EF Academy line manager as a '**Whistleblowing Concern**'. Where an individual believes that their line manager may be involved in the wrongdoing, the individual is advised to contact the Headteacher.

The individual must provide sufficient information in order that the matter can be looked into. Where the Headteacher has been informed, they will need to meet with the individual either face to face or by telephone.

The line manager looking into the inappropriate activity will provide the individual with updates as to progress, so that they know the matter is being addressed. The line manager will also notify the individual when he/she believes that the matter has been satisfactorily resolved.

Step 1 can be missed if the employee believes that informal reporting is inappropriate.

### **Step 2 Formal Reporting**

If a matter is causing, or may cause, immediate or urgent harm to other individuals or **after a month of having informally reported** concerns which the individual feels have not been sufficiently addressed or resolved, the individual should write to or email the Headteacher with a subject heading of '**Formal Reporting of Whistleblowing Concern**'. The individual should re-state the original concern and whether they have raised the matter informally. If the individual has raised it informally, they need to provide the name of the line manager that they discussed the matter with, what progress updates they have been given; and, why they feel that insufficient action has been taken to address the problem. If the informal report was made to the Headteacher then the **Formal Reporting of Whistleblowing Concern** should be made to the Chair of the School Governing Body.

### **Step 3 Investigation**



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The Headteacher will arrange to meet with the individual in person or on the telephone. The individual needs to provide sufficient details that the matter can be looked into, and may be asked to give a confidential written statement as part of the subsequent investigation. If the individual is not asked to provide a written statement, the Headteacher will provide the employee with a written summary of their joint discussion.

The Headteacher will either investigate or appoint an investigator. The individual will be kept informed of overall progress and timescales, but not the detail of the investigation.

It is not the individual's role to undertake their own investigation. Once the individual has formally reported the matter, other than for contributing their own personal evidence, the individual must allow the Headteacher or appointed investigator reasonable time to look into and internally resolve the alleged activity.

### **Step 4 Decisions Made and Communicated**

The Headteacher will bring any matters formally reported to the attention of the Chair of the School Governing Body but will not normally identify the individual who originally disclosed the concern.

Upon conclusion of the investigation, and the investigation report being considered by Chair of the School Governing Body, the School Governing Body will consider and agree what actions if any are required. The Headteacher will provide the individual with a summary of the outcome and any actual or proposed actions that can be disclosed without breaching individual confidentiality.

### **Step 5 Opportunity to Appeal**

If the individual is dissatisfied with the outcome, **they must write to or email the Chair of the School Governing Body within five days**, explaining why they are dissatisfied with the approach and/or response.

The individual should attach a copy of the:

- original 'Formal Reporting of Whistleblowing Concern' email or letter
- confidential written statement provided by the individual, or
- written summary of their joint discussion with the Headteacher, and the
- outcome summary provided following consideration by the School Governing Body

A formal meeting will be then set up either face-to-face or by telephone with the individual and the Chair of the School Governing Body plus another School Governing Board member. The individual will be provided with a confirmation letter or e-mail **within five working days** of decisions being made. This represents the highest and final internal escalation route that an individual working for or at EF Academy can pursue.

*This process is non-contractual and may be amended at any time by EF Academy. The company may depart from or vary the process depending upon the circumstances of a case. There will be occasions when it is not possible to complete a stage of the procedure within the expected timelines shown. Where an extension of time is required, you shall be kept informed. This process covers all employees who are based in the UK.*