



Nursery School and  
Children's Centre

# **Whistle Blowing Policy**

September 2020

To be reviewed

September 2022

## **Whistle Blowing Policy Wentworth Nursery School and Children's Centre**

### **Introduction:**

Wentworth Nursery School and Children's centre is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, employees and other concerns about any aspect of Wentworth's work have a duty to come forward and voice those concerns. This policy intends to support that duty and seeks to encourage and enable employees to raise concerns so that Wentworth can take prompt action.

It is important to stress that any concern raised through this policy will be confidential and treated with the utmost seriousness. This Policy also makes it clear that legitimate concerns raised can be without fear of reprisals. Wentworth is committed, as part of its overall ethical framework, to provide a process and procedure that encourages freedom of speech so that this does not happen.

### **Principles:**

- The staff and governors of Wentworth Nursery School and Children's Centre seek to run all aspects of our business and activity to the highest standards of conduct and integrity.
- This policy informs staff, parents, governors or any other member of the Wentworth community of how to proceed if they have any concerns about conduct, integrity, fraud or malpractice.
- Wentworth is committed to creating a climate of trust and openness so that anyone with a concern or suspicion can raise the matter confidentially and know the matter will be appropriately considered and resolved.

### **Aims of this policy.**

This policy aims to provide the following:

Show who the policy applies to;

Describe the kind of activity that employees should report through this mechanism;

Explain how an employee should raise a concern within the school and children's centre

Provide safeguards to protect and support individuals raising concerns and those the subject of concerns;

- Describe how Wentworth will respond to concerns brought to its attention;
- Describe how employees will receive feedback on the action taken;

**Who does this policy apply to:** This policy applies to all staff working for Wentworth Nursery School and Children's centre and all Governors.

**Areas covered:** What sort of activity should be reported. It is impossible and inappropriate to try to provide an exhaustive list of activities that would constitute misconduct or malpractice, but broadly speaking, Wentworth would expect to receive concerns surrounding:

- manipulation of accounting records and finances
- inappropriate use of school assets or funds
- decision-making for personal gain
- any criminal activity
- abuse of position
- fraud and deceit
- misuse or theft of money

- **Action to take:**

1. In the first instance the whistle blower is encouraged to raise the matter internally with **Ben Hasan** – Headteacher
  
2. Should the matter be relating to the Headteacher, the whistle blower will report the concern to the Chair of Governors: Sally Lindsay-German email: [sally.lindsay-german@wentworth.hackney.sch.uk](mailto:sally.lindsay-german@wentworth.hackney.sch.uk) who will contact human resources: Jo Larkin (Head of Human Resources) 020 8820 7538 [Jo.Larkin@learningtrust.co.uk](mailto:Jo.Larkin@learningtrust.co.uk) or Ophelia Carter, Head of School Finance on 020 8820 7457, email [Ophelia.Carter@learningtrust.co.uk](mailto:Ophelia.Carter@learningtrust.co.uk)

### **What happens next?**

The investigating officer will investigate the matter, to establish facts and assess the extent of the problem. The initial assessment may identify the need to involve third parties e.g. HLT or the police.

Records of the investigation will be kept throughout. The investigating officer, in conjunction with Human Resources and possibly in conjunction with the Governing Body (depending on the nature of allegation), will consider how best to report findings and take corrective action. All staff are invited to have Trade Union representation to contribute to the transparency and equity of the investigation procedures.

Allegations against the Headteacher will be conducted by the Chair of Governors and Hackney Education and follow the same principles outlined above.

A clear feedback will be provided to the person bringing the concern as well as to the alleged person. A report will be provided to both the Chair of Governors as well as to Hackney Education including the outcome of the investigation.

### **If the outcome is not what was expected**

Where the Anti Fraud department is involved, should the person raising the concern, does not feel the outcome is satisfactory, she/he can contact Michael Sheffield directly to raise their concerns.

Anti Fraud Department from Hackney Learning Trust

<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Telephone No</b>
Michael Sheffield	Corporate Head of Audit, Anti-Fraud and Risk Management	<a href="mailto:Michael.sheffield@hackney.gov.uk">Michael.sheffield@hackney.gov.uk</a>	0208 356 2505
Tracy Barnett	Head of Internal Audit and Corporate Risk Management	<a href="mailto:Tracy.barnett@hackney.gov.uk">Tracy.barnett@hackney.gov.uk</a>	0208 356 3119
Ade Ayinde	Principal Auditor	<a href="mailto:Ademola.ayinde@hackney.gov.uk">Ademola.ayinde@hackney.gov.uk</a>	0208 356 6241
Dion Oliver	Auditor	<a href="mailto:Dion.oliver@hackney.gov.uk">Dion.oliver@hackney.gov.uk</a>	0208 356 4110
Elaine Abuwa	Principal Auditor	<a href="mailto:Elaine.Abuwa@hackney.gov.uk">Elaine.Abuwa@hackney.gov.uk</a>	0208 356 3738
Paul Thirkettle	Principal Auditor	<a href="mailto:Paul.thirkettle@hackney.gov.uk">Paul.thirkettle @hackney.gov.uk</a>	0208 356 2575