

- 1 **Wrongdoing at work:** This procedure is designed to deal with disclosure of information by an employee which relates to some danger, bribery, corruption, fraud or other unlawful or unethical conduct in the workplace. Employment legislation governs the making of disclosures concerning workplace activities and is intended to protect employees who blow the whistle on bad practice from being subjected to any detriment or from being unfairly dismissed as a result. This procedure is available to all employees who discover something they feel that they should pass on in the interests of the public. All types of wrongdoing are included whether they are acts committed by fellow employees, faults in School procedures or oversights which should be rectified. The procedure should be used even in the event that the act or omission causing you concern has finished or has not yet started.
- 2 **Grievances:** This procedure should not, however, be used when you have a complaint relating to your personal circumstances in the workplace. The Grievance Procedure contained in the Employment Manual should be used in such cases.
- 3 **Detriment:** Provided that this procedure is used correctly, and you make the disclosure in good faith you will not suffer any detriment because of reporting the wrongdoing. A failure to follow this procedure may however make the disclosure unreasonable and the protection given to you by this procedure may be lost.

Stage one

- 4 **Procedure:** 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 shall be entitled to proceed directly to Stage Two of this procedure.
- 5 **Response:** You can expect a response detailing to whom the disclosure has been notified or any action taken within seven days of your Line Manager becoming aware of the disclosure.

Stage two

- Procedure:** If no response is forthcoming after seven days or if your Line Manager is involved in the suspected wrongdoing, you shall be entitled to notify the Headmaster as appropriate.
- 6 **Response:** You can expect a response detailing any action taken within seven days of the Head becoming aware of the disclosure.

Stage three

- 7 **Procedure:** If no such response is forthcoming you should inform the Chairman of the Governors the disclosure.
- 8 **Safecall:** At any stage of the process, you may call Safecall, who are a third-party agency, to inform them of your concerns. The procedure for contacting Safecall is as follows:
 - 8.1 If you feel that you are not comfortable with any of stages 1-3 above, you can call Safecall an independent confidential reporting line.

- 8.2 Your call will be answered by a skilled member of staff who is trained to receive a report about concerns in the workplace.
- 8.3 Your call will not be audio recorded and all calls received by Safecall will be treated confidentially and should you wish, guarantee your anonymity.
- 8.4 A report of your concern will be sent to Dukes Education Chairman of Governors or FD, or another Board member as appropriate.
- 8.5 You can contact Safecall at any time, twenty-four hours a day seven days a week, on the Freephone number below:



- 9 **Outside body:** If you do not receive a response within seven days you shall be entitled to notify a relevant and appropriate body outside the School which may include:
 - 9.1 the Health and Safety Executive
 - 9.2 the Environment Agency
 - 9.3 the Information Commissioner
 - 9.4 the Department for Education
 - 9.5 the Department for Business, Enterprise, and Regulatory Reform
 - 9.6 the Police
 - 9.7 the Charity Commission
 - 9.8 the Office for Standards in Education, Children's Services and Skills (Ofsted).
- 10 **Bypassing the procedure:** In extreme circumstances you will have the right to raise your concern directly with a relevant and appropriate outside body (including Safecall) without first having followed the stages above. Apart from contacting Safecall; this may however cause damage to the School and its reputation as well as constitute a breach of your own duty of confidentiality towards the School and this action should only be taken in extreme circumstances and after careful thought.
- 11 **Extreme circumstances:** The School will consider extreme circumstances exist where you have a reasonable belief that: the School will subject you to detriment if you inform your Line Manager in accordance with Stage one above or if you inform the Head in accordance with Stage two or you inform the chairman in accordance with Stage three; a cover-up is being mounted by the School; or a disclosure made previously to your Line Manager or the Headmaster or the chairman in accordance with the stages above has not prompted a satisfactory response. This is when you are most likely to go directly to Safecall.
- 12 **The media:** Even where extreme circumstances are thought to exist, 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 for personal gain, the School may consider this to be gross misconduct and immediate disciplinary action may be taken against you.
- 13 **Queries:** If you have any queries about this procedure, you should contact the Headmaster.