

Whole School Whistle-Blowing Policy 03.017

Standardized Cover Page of Internal policy

Author/ Autor: Katharine Meunier
Superiors name/ Jméno nadřízeného: John Bagust
Approval date/ Datum schválení: 30th April 2015
Policy is/ Vnitřní předpis je: PUBLIC/ VEŘEJNÝ
Archive number/ Archivační číslo: 150430_03.017

Page 1 of 5

A school where people want to be

Whole School 'Whistle-Blowing' Policy

Introduction

At the Prague British School we are committed to the highest possible standards of openness, probity and accountability. We encourage employees, and others working with us, to raise any concerns about any aspect of our work and to come forward and voice those concerns, in some cases confidentially. Procedures encourage employees to raise serious concerns, without fear of reprisal or victimisation. This policy refers to all employees, external staff and contracted workers on the premises.

Aim and Scope

The policy aims to ensure individuals are:

- encouraged to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provided with avenues to raise concerns and receive feedback on any action taken;
- given a response to their concerns and are aware of how to pursue them if not satisfied;
- Reassured that they will be protected from reprisals or victimisation if they have a reasonable belief any disclosure has been made in good faith.

The procedures outlined in this policy are intended to cover concerns that fall outside the scope of other PBS policy procedures. They may include:

- conduct which is, has been, or is likely to become an offence or breach of law;
- conduct that has occurred, is occurring or is likely to occur, the result of which Prague British School fails to comply to legal obligations - for example unauthorised use of public funds, possible fraud and corruption, sexual or physical abuse of adults or children, or other unethical conduct discrimination of any kind and waste / frivolous expenditure;
- disclosures related to past, current or likely miscarriages of justice;
- past, current or likely health and safety risks, including risks to the public as well as other employees;
- past, current or likely damage to the environment.

Concerns about any aspect of service provision or the conduct of staff members or others acting on behalf of our school, can be reported under the Whistleblowing Procedure. This may be about something that:

- Makes you feel uncomfortable about in terms of known standards, your experience or the standards you believe Prague British School subscribes to
- Is against our school policies.
- Falls below established standards of practice.

- Amounts to improper conduct.

Our Health and Safety policy should be used to raise any issues, concerns or complaints of a health and safety nature and which are not confidential.

Confidentiality

All concerns raised will be treated in confidence and every effort will be made not to reveal your identity if this is your wish. However, in certain cases, it may not be possible to maintain confidentiality, if you are required to come forward as a witness.

Anonymous allegations

Whenever possible you should put your name to your allegation, as concerns expressed anonymously are much less powerful than those that are attributed to a named individual. However, anonymous allegations will be considered and investigated at the discretion of the Board.

In exercising the discretion, the factors to be taken into account would include:

- the seriousness of the issues raised;
- the credibility of the concern;
- the likelihood of confirming the allegation from attributable sources.

Untrue allegations

If you make an allegation in good faith that is not subsequently confirmed by an investigation, no action will be taken. Disciplinary action will only be taken against individuals who knowingly make false, malicious or vexatious allegations.

How to raise a concern

(This is linked directly to the school complaints policy)

General

Concerns can be raised verbally or in writing. A concern raised in writing should:

- set out the background and history of the concern, giving names, dates and places where possible;
- give the reason why you are particularly concerned about the situation.

The earlier a concern is raised, the easier it is to take action. Although you are not expected to prove beyond doubt the truth of an allegation, you need to demonstrate to the person contacted that there are sufficient grounds for your concern.

Step one - raising a concern

Whenever possible you should raise your concern with your immediate manager or the Head teacher. If this is not appropriate, (i.e. it involves the Headteacher) you should notify the Chair of the Board in

writing. Your dated and signed letter should be submitted, noting details of your concern, with any relevant information that will assist in the investigation or further enquiries made by the Board.

Step Two - How Prague British School Board will respond

The action Prague British School takes will depend on the nature of the concern. The matters raised may:

- be investigated internally by management, Internal Audit, or through the disciplinary or other internal process;
- be referred to the Police;
- be referred to an External Auditor;
- form the subject of an independent inquiry.

In order to protect individuals and the school, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (e.g. child protection or discrimination issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action, without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- acknowledging that the concern has been received;
- indicating how we propose to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- informing you if any initial enquiries have been made;
- informing you whether further investigations will take place and, if not, why not.

Contact

The amount of contact between staff considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

Attending meetings

When any meeting is arranged you have the right to be accompanied by a representative or a workplace colleague who is not involved in the area of work to which the concern relates.

Support

We will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, we will advise or arrange for you to have advice about the procedure.



Prague British School will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

We accept that you need to be assured that concerns will be properly addressed and, subject to legal constraints, will provide information about the outcomes of any investigations.

Whole School Whistle-Blowing Policy 03.017

Standardized Acknowledgment list of Internal Policy by the Board Standardizované prohlášení o Vnitřním předpisu „ Boardem “

Author/ Autor: Katharine Meunier
Superiors name/ Jméno nadřízeného: John Bagust
Approval date/ Datum schválení: 30th April 2015
Policy is/ Vnitřní předpis je: PUBLIC/ VEŘEJNÝ
Archive number/ Archivační číslo: 150430_03.017

Page 1 of 3

A school where people want to be

Standardized Acknowledgment list of Internal Policy by the Board of Directors

Standardizované prohlášení o Vnitřním předpisu „Boardem“

The member of the Board of Directors accepts and by signature acknowledges enactment of Internal Policy name: **Whole School Whistle-Blowing Policy**

Number: **03.017**

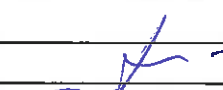

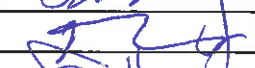

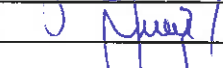
I, a member of the Board of Directors declare that I am familiar with the Internal Policy, and I will inform managers and employees in my line of management about its existence and /or update.


Členové „Boardu“ **PŘIJÍMAJÍ** a svým podpisem **STVRZUJÍ** platnost vnitřního předpisu.

Název: **Whole School Whistle-Blowing Policy**

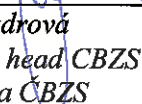
Číslo: **03.017**

Zároveň **PROHLAŠUJI**, jako člen „Boardu“, že jsem se s vnitřním předpisem seznámil/a, a budu o jeho vzniku a/nebo aktualizaci informovat jednotlivé manažery a zaměstnance, kteří jsou v mé kompetenci a zodpovědnosti.

School/Department Škola / Oddělení	Name and Surname Jméno a Příjmení	Signature/ Podpis	Date /Datum
Finance, ICT, HR	Michal Bočan		5/5/2015
Head of Primary Schools	John Bagust		5/5/2015
Head of Senior School	Tim Roberts		5/5/2015
Marketing, Admission	Fraser Litster		5/5/2015
Sourcing and Services, Office	Lenka Bizdrová		5/5/2015


Ing. Michal Bočan
Managing Director / Executive head
Výkonný ředitel/Jednatel

Date/Datum: 5/5/2015


Lenka Bizdrová
Executive head CBZS
Jednatelka ČBZS