

# THE MARIST SCHOOL



## Whistleblowing Policy and Procedure

DfE No: 868/6013

**Ratified Date: March 2019**

**Review Date: February 2020**

**Signed:**

**Ann Nash**

**Chair of Governors**

**Karl McCloskey**

**Principal**

*The charity of the order of the Marist Sisters Province of England (charity no. 225485) aims to promote and provide for the advancement of education by conducting and governing a day school for girls in England. The teaching shall be in full accordance with the Roman Catholic Church.*

## **Introduction**

The Marist School is committed to high quality education. Concerns about poor practice within The Marist School, or suggestions for areas where practice might usefully be strengthened and developed, may be raised without fear of detriment with the Principal or Vice Principals, or via The Marist School Whistleblowing Policy. It is the duty of all members of The Marist School community to raise such concerns so that they can be fully aired and in order that through appropriate challenge and analysis, improvements can be made.

This policy sets out the procedures that employees should follow if you are concerned about procedures, integrity of internal processes at The Marist School or any similar matter. You should be assured that in The Marist School concerns will not result in reprisals in any form.

Victimisation of those raising concerns will not be tolerated and we will take appropriate action to protect any person who raises a concern in the appropriate manner using this policy. This will still be the case, even where a concern that is sincerely felt and expressed is subsequently unsubstantiated or proved to be unfounded.

Attempts will be made, wherever possible, to protect the identity of any individual who raises a concern and does not want his or her name to be disclosed. However, any investigation process may in itself reveal the source of the information and a statement may be necessary as part of the evidence.

Marist School employees are aware of the existing policies and procedures for employees and the independent safeguards which are already in place. These include:

- internal monitoring and quality assurance monitoring
- a complaints procedure
- The Marist School Child Protection Safeguarding Policy

Concerns should be raised outside these channels if you are satisfied that the following criteria are met:

- You are acting in good faith
- You have reasonable grounds to believe the information disclosed indicates that any of the following have happened, are in progress or are likely to happen:
  - Poor practice
  - Failure to comply with necessary requirements of the Secretary of State for Education
  - Criminal offence(s)
  - Failure to comply with legal obligation(s)
  - Miscarriage of justice
  - Endangerment of health and safety
  - Damage to the environment
- Concealment of information about any of the above
- Normal procedures are inappropriate or have already been tried and have failed to resolve the serious issues concerned.

- You are not disclosing the information for personal gain, you seriously believe the concern to be valid and that disclosure is in the wider interest of the school.

### **Avenues for reporting concerns within The Marist School**

Concerns should normally be raised with the appropriate level of management in the first instance. However, the most appropriate person to contact depends on the seriousness of the issue in question, as well as who is suspected of malpractice. Individuals may contact any of the following at a level depending on circumstance:

- The head of the relevant department
- A member of the Senior Leadership Team
- Vice Principal
- Principal

If you are dissatisfied with the response provided you may raise the matter to the next level within The School as listed above.

Individuals will not be expected to prove the truth of the allegation that has been made, but it will be necessary to demonstrate to the person contacted that there are sufficient grounds for concern as vexatious allegations would in turn warrant disciplinary sanctions.

The School will respond promptly to any serious concern raised and the person who is the subject of a concern will not be involved in the handling of the matter.

### **How The School will respond to whistle-blowing concerns specifically about The Marist School**

The Executive Leaders may investigate the matters raised by one or more of the following means, as appropriate:

- Internal investigation by the relevant line manager or another manager
- Investigation by or on behalf of the Principal with benefit of external advice where appropriate
- Investigation by or on behalf of the Chair of The Marist School Governing Body, with benefit of external advice where appropriate

Certain matters may be subject to investigation by the Police, if there is evidence to suggest that a criminal offence may have occurred, or may be about to occur. In the event of a serious child protection matter the relevant Local Authority will be informed by The Marist School (see The Marist School Safeguarding Policy).

### **Avenues for reporting concerns outside The Marist School**

If you are not satisfied with how your concern has been dealt with, in some instances the Public Interest Disclosure Act provides for 'protected' disclosures to be made to an appropriate regulator, also known as a 'prescribed person or body'. In relation to matters of education practice, this would be the Department for Education. Other regulators may be relevant to other types of concern. The full list and more advice is available here:

<https://www.gov.uk/whistleblowing>