



Whistleblowing at Messing Primary

Do you know what to do?

This covers malpractice, fraud or child protection issues as below

A qualifying disclosure is one made in the public interest by an employee or worker who has a reasonable belief that there has been or is likely to be:

- a breach of any legal obligation;
- a miscarriage of justice;
- a criminal offence;
- a danger to the Health and Safety of any individual;
- damage to the environment; or
- deliberate concealment of information about any of the above

Some examples of qualifying disclosures in the school context may include:

- Fraudulent acts (e.g. manipulation of accounting records/finances, inappropriate use of funds, decision making for personal gain, abuse of position to influence decisions);
- Breaches of acceptable professional and ethical standards;
- Breaches of the school's Health and Safety policy entailing danger to staff or pupils; and/or
- Breaches of any of the school's policies or the Code of Conduct.

(General grievance would be covered under grievance procedures).

- **Minor** –bring to the attention of the employee/employer
- **Significant** breach of code of conduct raise with headteacher (line manager in her absence) urgently if serious.
- **Where the complaint concerns the line manager**, or having made the report it is believed that appropriate action has not been taken then the complaint should be brought to the attention of headteacher.
- **Where the complaint concerns the headteacher**, it should be brought to the attention of the Chair of Governors: Reverend Anne-Marie Renshaw. 01621 815260
- Where there are genuine and justified suspicions of wrong doing, even though at the time of "whistleblowing" there is no concrete evidence of serious wrong doing, **this should not deter anyone from going ahead and reporting the matter**, particularly where it may involve potential risk to vulnerable people.
- The LGB(Local Governing body) has designated a number of individuals to specifically deal with whistleblowing and if the "whistleblower" feels that appropriate action has not been undertaken after following the actions above then the matter should be referred to one of the individuals shown below:-
 - Headteacher
 - Chair of LGB

All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in line with the schools Code of Conduct / Whistleblowing policy/Safeguarding and Child protection policy.

Child protection

Child protection issues must always be reported to the designated safeguarding lead. Any staff member can press for re-consideration of a case if they feel a child's situation does not appear to be improving. They must refer their concerns to Social Care directly if they have concerns for the safety of a child.

Allegations regarding a worker / volunteer in the Children's Workforce:

You should contact the Children's Safeguarding Service on **03330 139 797** if you have concerns or receive a complaint or allegation that a worker/volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.(Working Together, 2015)

The Local Authority Designated Officer (LADO) will advise you on action to take next.

Any referral should be followed up with a referral form. This form must be completed and emailed immediately to the Duty Local Authority Designated Officer (LADO).

If a concern is raised **outside of office hours**, and you think a referral to Social Care is required you should contact **Essex Social care on 0845 606 1212** and inform the Local Authority Designated Officer at the first available opportunity.

E-mail: childrens.safeguarding@essex.gov.uk

(please note this is not a secure address so any information sent must be password protected)

These are summaries of the full policies in the safeguarding folder in the staff room and these policies must be read in conjunction with this. The policies are:

- Code of conduct
- Keeping children safe in education
- **Whistle blowing policy**
- Child protection

These are found on the school intranet.

Updated Spring 20