



Whistle Blowing and Staff Grievance Policy

Revised: February 2018

Whistle Blowing Policy

Whistle blowing encourages and enables staff to raise serious concerns within **Carfax College** rather than overlooking a problem or taking the matter outside.

Staff may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the College.

Our Commitment

Carfax College is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect staff, and others that we deal with, who have serious concerns about any aspect of the College's work to come forward and voice those concerns.

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience).

The Aims of the Policy

- To encourage staff to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for staff to raise concerns in confidence and receive feedback on any action taken.
- To ensure that a staff member receives a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure staff that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith.

What Types of Concern are covered?

- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the students as well as other employees.

- Damage to the environment.
- Possible fraud and corruption.
- Sexual, physical or other abuse of students or staff.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

NB. The College recognises that the decision to report a concern can be a difficult one to make. If what is being said is true, staff should have nothing to fear. The College will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect a staff member when a concern is raised.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the staff member if they so wish. At the appropriate time, however, the staff member may need to come forward as a witness.

This policy encourages staff however to put their name to a concern whenever possible.

Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

How to Raise a Concern

As a first step, a staff member should normally raise concerns with their immediate line manager or the Principal. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that the Principal is involved you should approach another member of the Senior Management Team or Matthew Goldie-Scott (Carfax Education MD).

Employees must first discuss a grievance on the relevant subject with their line manager, as soon as possible and no later than 2 months of the event giving rise to the grievance.

The employee has the duty to use every endeavour to resolve the dispute satisfactorily. The employee has a right to bring Trade Union representative or a school colleague to any meeting.

It is expected that employees will also set out with the intention of settling the dispute as speedily as possible.

Where an employee is aggrieved on any matters involving other staff, they should discuss the matter initially with the individual concerned. If they feel unable to do this or this fails to resolve the matter, it should be raised with their line manager unless the line manager is the subject of the grievance or it is otherwise inappropriate to raise the grievance with the line manager.

Equal Opportunities:

In all the procedures all parties must take into account the school's/college's equal opportunities policy and to ensure that there is no discrimination on the grounds of sex, race, disability, sexual orientation, religion and belief, nor age.

This policy should be reviewed every two years as a minimum.

This policy should be read in conjunction with the:

- Staff Code of Conduct
- Dealing with allegations against a member of staff policy
- Safeguarding Policy