



Heathside Preparatory School

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POLICY ON WHISTLEBLOWING

The priority for all staff working at Heathside has always been ensuring that the pupils are safe, happy and receiving the best possible education. We work hard to maintain an open and communicative atmosphere, so that staff feel able to come to the headteachers with any problems or concerns. Any concern that an employee may have about illegal or improper conduct by another member of staff or other adult working at the school will be treated with the utmost seriousness.

This document explains the procedures at Heathside should anyone wish to raise a concern about the behaviour of an adult working at the school. The procedure is designed to enable employees to notify the headteachers of any reasonable suspicion of illegal or improper conduct.

How can you raise concerns?

- If you have a reasonable suspicion that an adult working at the school is doing something illegal or improper, you must raise it with one of the headteachers either verbally or in writing.
- A concern raised in writing should set out the background and history of the issue, giving names, dates and places, and the reason why you are particularly concerned about the situation.

Anonymity

We prefer if you do not raise a suspicion anonymously. However, if you have good reason for preferring to do so, you can post your written concern to the home address of one of the headteachers.

How will we respond?

- Within 7 days we will respond to confirm we have received your written concern (if it is not anonymous) and begin making internal enquiries 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 informed of any action that will be taken, with an estimated timescale.
- Please note that serious allegations may be referred to the police.
- We will do everything we can to support you with 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 arrange for you to have advice about the procedure.

Public Interest Disclosure

The Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information.

1. An employee is entitled not to be subjected to any detriment by virtue of having made a protected disclosure.
2. The dismissal of any employee directly due to the individual having made such a disclosure will automatically be deemed unfair.