



Policy adopted on: 1st September 2018

Date of review: April 2020

Responsible person: Business Manager

Whistleblowing Policy

The staff and trustees of The Boulevard Academy seek to run all aspects of Academy business and activity with full regard for high standards of conduct and integrity; this is particularly important where the welfare of children may be at risk. In the event that members of Academy staff, parents, trustees or the Academy community at large become aware of activities which give cause for concern, The Boulevard Academy has established the following Whistleblowing Policy, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion

Throughout this policy, the term **whistleblower** denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies published in May 1996.

The Boulevard Academy is committed to tackling fraud and other forms of malpractice and treats these issues seriously. The Boulevard Academy recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the academy environment but also has recourse to an external party outside the management structure of the academy.

The Boulevard Academy is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance which would be dealt with under grievance policy & procedures.

When might the Whistleblowing Policy apply?

The type of activity or behaviour which The Boulevard Academy considers should be dealt with under this policy includes:

- abuse of position
- any concerns about adult conduct or actions towards children or other adults
- manipulation of accounting records and finances
- inappropriate use of Academy assets or funds
- decision-making for personal gain
- any criminal activity
- fraud and deceit
- serious breaches of Academy procedures which may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest)

What action should the whistleblower take?

The Boulevard Academy encourages the whistleblower to raise the matter internally in the first instance to allow those Academy staff and trustees in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

Name & Position Contact details

Principal: Janice Mitchell – 01482 217898

The whistleblower may prefer to raise the matter in person, by telephone or in written form marked private and confidential and addressed to the above named individual. All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Alternatively if the whistleblower considers the matter too serious or sensitive to raise within the internal environment of the Academy, the matter should be directed in the first instance to the Board of Trustees. The Board has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the whistleblower. The Board will ensure relevant officers of the Department for Education are informed as appropriate.

In addition information and advice can be obtained from the charity Public Concern at Work. This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows:

Public Concern at Work
Suite 306
16 Baldwins Gardens
London
EC1N 7RJ

Telephone number 020 7404 6609

How will the matter be progressed?

The individual(s) in receipt of the information or allegation [the investigating officer(s)] will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of Academy staff, legal or personnel advisors, the police, the Department for Education.

If allegations relate to any concerns about adult conduct or actions towards children the Academy will follow Safeguarding procedures.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Academy Trust, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.

The whistleblower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to the Board.