



# St. Francis Xavier's RC Primary School

*Love one another as I have loved you*

## Whistleblowing Policy

### Our Mission

**S**hare God's love with one another

**F**ollow your dreams

**EX**cel in citizenship

### Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe lifestyle
- Create a sustainable school
- Continually strive to be effective

### Safeguarding and Welfare Requirements

#### Policy Statement

We expect children in our care to be always looked after in an appropriate manner. Therefore, it is vital that we have a transparent culture within our school where parents, carers and staff feel able to raise concerns they may have at any time. We expect our staff to always act in a professional manner.

The Public Interest Disclosure Act 1998, known as the Whistle Blowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation.

#### Aims of the Policy

- To encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- Provide avenues for you to raise those concerns and receive feedback on any action taken
- Ensure that you receive a response to your concerns
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

#### What is Whistleblowing?

Whistleblowing is when a person raises a concern about wrongdoing in their organisation. This is known as "blowing the whistle" and is important for helping organisations identify problems and improve their practices. If a person is worried about a child protection issue in their organisation, they can "blow the whistle" by following this whistleblowing policy, or by raising it with the NSPCC or Ofsted Whistleblowing Advice Line. A person can contact the NSPCC Advice Line about something that has happened in the past, is happening right now, or something that they believe might happen in the future. Please make reference to [Whistleblowing Advice Line | NSPCC](#) for further information regarding the whistleblowing process.

## Whistleblowing Process

1. Adult to discuss concern with headteacher at earliest opportunity.
2. In the event of a concern being raised against the headteacher, then contact should be made with the Chair of Governors and the MASH team (Multi Agency Safeguarding Hub) who may refer to LADO (Local Authority Designated Officer). Such concerns should always be logged with Ofsted.
3. Staff have the right to raise concerns about safeguarding by also contacting the whistleblowing helpline available from the NSPCC. Staff can call **0800 028 0285** or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
4. Yellow information cards are placed strategically around school for staff giving whistle blowing contact numbers.

## Disclosure of Information

*Disclosures should be reported and not concealed*

If in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the school's disclosure procedure set out below:

1. that a criminal offence has been committed or is being committed or is likely to be committed
2. that a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
3. a miscarriage of justice has occurred, is occurring, or is likely to occur
4. that the Health & Safety of an individual has been, is being, or is likely to be endangered
5. the environment, has been, is being, or is likely to be damaged
6. information tending to show any of the above, is being, or is likely to be, deliberately concealed

## Disclosure Procedure

1. If this information relates to child protection/safeguarding then the school's Safeguarding and Child Protection Policy should be followed, with reference to the staff and volunteering section.
2. Where you reasonably believe one or more of the circumstances listed above has occurred you should promptly disclose the information to the headteacher so that appropriate action can be taken. If it is inappropriate to make such a disclosure to the headteacher (because the situation involves the headteacher) you should speak to the Chair of Governors.
3. Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the headteacher.
4. Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confident manner and will be followed through in a detailed and thorough manner.
5. Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action.
6. Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.
7. Any management employee who inappropriately deals with a whistle blowing issue (ie: failing to react appropriately by not acting in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

## Ofsted's Whistleblowing Helpline

Ofsted's whistleblowing hotline (0300 123 3155) is available Monday to Friday, 8am to 6pm, for reporting serious concerns about children's safety in schools, nurseries, or social care. Reports can also be emailed to [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk). This service allows individuals to raise concerns about safeguarding, abuse, or neglect when they feel unable to do so internally.

This policy was updated September 2016, February 2019, February 2021, March 2024. The policy was adopted by the Pastoral Support Committee of the Governing Body of St Francis Xavier's RC Primary School on 9th March 2026.

The policy will be monitored by members of the Senior Management Team and Chair of Pastoral Support Committee and will be reviewed every two years.

Signed: *D Hillyer*

Date: 9.3.26

Chair of Pastoral Support Committee

Signed: *E Christopherson*

Date: 9.3.26

Headteacher

September 2016, February 2019, February 2021, March 2024, March 2026.