



LOCHINVER HOUSE

Whistleblowing Policy

This policy applies to all staff, pupils, volunteers, contractors and visitors to the School including those in EYFS.

Lochinver House School is committed to the highest standards of openness, probity and accountability. This policy is for reporting and handling concerns, including poor or unsafe practice and potential failures in the school's safeguarding regime, provision for mediation and dispute resolution where necessary. Normally any concern about a workplace situation should be raised with the employee's immediate manager or Head of Department. However, it is recognised that because of the seriousness and sensitivity of some issues, together with the knowledge of who the individual thinks may be involved in wrongdoing, this may be difficult or even impossible.

Where an individual discovers information which they believe shows malpractice/wrongdoing within the School then there should be identified procedures to enable the individual to disclose the information without fear of reprisal, and it may be necessary for the disclosures to be made independently of line management.

Individuals who make disclosures outside the arrangements set out here will not be protected under this policy.

This Whistleblowing Policy aims 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 concerns and receive feedback on any action taken
- allows you to take the matter further if you are dissatisfied with the Senior Leadership Team's (SLT) response and
- re-assure you that you will be protected from reprisals or victimisation for whistleblowing in good faith.

If you are an employee of Lochinver House School, there are existing procedures in place to enable you to lodge a grievance relating to your own employment. This Whistleblowing Policy applies to all staff, pupils, volunteers, contractors and visitors to the School and is intended to cover concerns that fall outside the scope of other procedures.

The SLT is committed to good practice and high standards and wants to be supportive of everyone working at the School and recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The SLT will not tolerate harassment or victimisation and will do what it lawfully can to protect you when you raise a concern in good faith. For employees, this does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistleblowing.

The SLT will do its best to protect your identity when you raise a concern and do not want your name to be disclosed. It must be appreciated that the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence, particularly if the Police or External Auditors become involved. In order to take effective action, the SLT will need proper evidence, which may be required to stand up to examination in Courts or Tribunals.



You should make the disclosure to a member of the SLT. If, however, the disclosure is about a member of the SLT then the disclosure may be made either to the Headmaster or the Chair of Governors. Where a concern relates to the Headmaster contact should be made directly with the Chair of Governors who will take action in accordance with this procedure and other relevant school policies. Contact is via the Clerk to the Governors who can be contacted via the email - bursar@lochilverhouse.com.

NSPCC Whistleblowing contact details: help@nspcc.org.uk Tel: 0800.028.0285

Policy Reviewed: 27.11.2017
Policy Review Date: 26.11.2019
Policy linked to: Data Protection Policy, Equal Opportunities Policy, Privacy Notice, Safeguarding and Staff Behaviour and Code of Conduct Policy & Procedures, Staff Induction Policy

Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.

