

## WHISTLEBLOWING POLICY

*This policy applies to the whole college, including boarding, and is publicly available at [natmatci.ac.uk](http://natmatci.ac.uk).  
Hard copies and accessible formats are available on request from the College Office.*

**Legal Status:** Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.

**Applies to:** The whole college including boarding, parents and the general public.

**Monitoring and Review:** This policy is subject to continuous monitoring, review and refinement by the Principal. The Proprietors will undertake a full annual audit of the policy, its procedures and the efficiency of the associated policy systems. This review will be documented in writing and any deficiencies identified by the Proprietors will be remedied immediately. The policy may be reviewed earlier than the date given below, if significant changes to the systems and arrangements of the College take place, or if legislation, regulatory requirements or best practice guidelines so require. All College Staff will be informed of any updates or amendments made to this policy.

Signed:



Antonia Giovanazzi  
Principal



Dr Elizabeth McFarlane  
Proprietor's Nominated Person

**Date of policy review and update: January 2019**

Date of next review: January 2020



## WHISTLEBLOWING POLICY

The National Mathematics and Science College is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, employees and others with serious concerns about malpractice or wrongdoing in the College's work are encouraged to come forward and voice those concerns without fear of victimisation. Whatever the source the Proprietors are committed to listening to the concerns, taking them seriously and ensuring that they are dealt with promptly and fairly.

We explicitly require staff to report any concern or allegation about college practices or the behaviour of colleagues, which are likely to put students at risk of abuse or other serious harm, directly to the Principal or the Proprietors of The National Mathematics and Science College.

[The second report of the Committee on Standards in Public Life 1996](#) used the term 'whistleblowing' to mean the confidential raising of problems or concerns within an organisation by a member of staff. This is not leaking information but refers to matters of impropriety e.g. a breach of law, college procedures or ethics. Nor is whistleblowing the raising of a grievance within the College, which would be dealt with under the staff grievance procedures.

Those external to the College are encouraged to raise any concerns they have about the way in which the College operates through the [college's complaints procedure](#). Employees are often the first to realise that there may be something seriously wrong with an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the organisation. They may also fear harassment or victimisation. Employees are encouraged to raise their concerns within the College by applying the approach described in this document, rather than overlooking a problem or blowing the whistle outside the organisation.

The National Mathematics and Science College provides immunity from retribution or disciplinary action against such staff for 'whistleblowing' in good faith. At all levels, including newly appointed and ancillary, staff are given briefing or training on responding to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations.

It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the College nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. With the whistleblowing procedures in place, it is reasonable to expect staff to use them rather than air their complaints outside the College.



## PURPOSE OF POLICY

- Encourage a member of staff to feel confident in raising serious concerns and to question and act upon concerns and practice.
- Provide an avenue for a member of staff to raise those concerns and receive feedback on any action taken.
- Ensure that a member of staff would receive a response to their concerns and that the member of staff is aware of how to take the matter further if they are not satisfied with our response.
- Reassure the member of staff that they will be protected from reprisals or victimisation for any disclosure that have been made in good faith.
- Cover any serious concerns that a member of staff has about any aspect of service provision or the conduct of a member of staff or others acting on behalf of The National Mathematics and Science College or major concerns that fall out of the scope of other procedures.

## INTRODUCTION

The Staff and Proprietors of The National Mathematics and Science College seek to run all aspects of college business and activity with full regard for high standards of conduct and integrity. If members of college staff, parents, proprietors or the college community at large become aware of activities which give cause for concern, The National Mathematics and Science College has this whistleblowing policy; this 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, under the [college's disciplinary procedure](#).

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

## AIMS OF POLICY

- Provide avenues for employees to raise concerns and receive feedback on any action taken;
- Allow employees to take the matter further if they are dissatisfied with the College's response;
- Reassure employees that they will be protected from reprisals of victimisation for whistleblowing in good faith.

There are existing procedures in place (e.g. grievance, harassment and bullying) which make provision for employees to lodge a concern relating to their own employment. This whistleblowing policy is intended to complement those procedures by covering concerns that appear to fall outside their scope. Staff with serious concerns about malpractice or wrongdoing should contact the proprietors.

## SCOPE OF POLICY

This policy is designed to enable employees of the College to raise concerns internally and at a high level and to disclose information which the individual believes shows malpractice or impropriety. This policy is intended to cover concerns which are in the public interest and may at least initially be investigated separately but might then lead to the invocation of other procedures e.g. disciplinary. These concerns could include:

- Financial malpractice or impropriety or fraud;
- Failure to comply with a legal obligation or statutes;
- Dangers to health & safety or the environment;
- Criminal activity;
- Improper conduct or unethical behaviour;
- Attempts to conceal any of the above.



## **HOW TO RAISE A CONCERN**

### **Overview**

Employees are encouraged to set out in writing the background and history of the concern, giving names, dates and places where possible and the reason why they are particularly concerned about the situation. If employees do not feel able to put their concern in writing the matter can be raised by telephone or by way of a meeting with the appropriate person. In any event, employees should try to make an immediate note of relevant details, e.g. what was said in a telephone conversation. Employees are encouraged to express their concerns at the earliest opportunity. Normally, the earlier a concern is raised, the easier it is to act. When raising concerns employees must declare any personal interest they have in the matter. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate to the person contacted that there are sufficient grounds for a concern. However, they should not attempt to investigate a concern or accuse individuals directly. Employees may invite their trade union or professional association to raise the matter on their behalf.

### **Main Steps**

As a first step an employee should normally raise concerns with her/his immediate line manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. For example, if an employee believes that her/his immediate line manager is involved, the employee should approach the Principal.

In some circumstances, confidential informal advice from the employee's trade union or professional association may help an employee who is unsure of how best to pursue a concern about malpractice.

## **HOW THE COLLEGE WILL RESPOND**

The individual(s) in receipt of the information or allegation (the investigating officer(s)) will carry out a preliminary investigation on a sensitive and confidential basis. This will seek to establish the facts of the matter and assess whether the concern has foundation and can or should 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 college staff, the college's external auditors, legal or personnel advisors, the police or the regulatory bodies.

The action taken by the College will depend on the nature of the concern. The matters raised may:

- be investigated internally;
- be referred to the police;
- be referred to an external auditor;
- form the subject of an independent enquiry.

In order to protect individuals and the College, initial enquiries will be made 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. student protection; discrimination issues or financial irregularities), will normally be referred for consideration under those procedures. Some concerns may be resolved by action agreed between the employee raising the concern and the person to whom it is reported without the need for investigation.

The person with whom the concern is raised will write personally to the employee who has raised the concern within 10 working days:

- Acknowledging that the concern has been received;
- Indicating how (s)he proposes to deal with the matter;
- Giving an estimate of how long it will take to provide a response.



Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Proprietors or nominee, will consider how best to report the findings and what corrective action needs to be considered. This may include some form of disciplinary action and/or third-party referral such as the police. Employees raising a concern will be informed of the final outcome of any investigation. In some circumstances, however, it may not be possible to reveal the full details where this relates to personal issues involving a third party.

If the whistle blower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns may be raised with the Proprietor.

## **SAFEGUARDS**

### **Protection**

This policy is designed to offer protection to those employees of the College who disclose such concerns provided the disclosure is made:

- in good faith
- in the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see contacts below).

It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or wild allegations could give rise to legal action on the part of the persons complained about.

### **Anonymous Allegations**

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the College. In exercising this discretion, the factors to be considered will include:

- the seriousness of the issues raised;
- the credibility of the concern;
- the likelihood of confirming the allegation from attributable sources.

### **Untrue Allegations**

If an individual makes an allegation in good faith, but which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If however, an individual makes malicious or vexatious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against that individual.

## **MONITORING**

### **Confidentiality**

The College will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the whistleblower may need to provide a statement as part of the evidence required.

All concerns raised under this policy will be recorded in strictest confidence together with the outcome in a register held by the Proprietors. The purpose of the record is to ensure that a central record is kept which can be cross-referenced with other concerns raised in order to monitor any patterns and to assist in monitoring and reviewing the policy.



## **CONCLUSION**

Existing good practice within The National Mathematics and Science College in terms of its systems of internal control, both financial and non-financial, and the external regulatory environment in which the college operates ensures that cases of suspected fraud or impropriety rarely occur. This whistleblowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of the College. This document is a public commitment that concerns are taken seriously and will be actioned. Any actions arising from allegation(s) or investigation(s) must be in accord with the College's disciplinary procedure, which should cover all the potential areas of concern.

## **CONTACTS**

Antonia Giovanazzi  
Principal  
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Dr Elizabeth McFarlane  
Proprietors Nominated Person  
Telephone: 07843 328087

## **GUIDANCE ON TERMINOLOGY USED IN THIS POLICY**

### **Harassment**

A person is harassed when they are subjected to unwanted physical or verbal conduct which has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them

### **Bullying**

A person is bullied when they are subjected to offensive, intimidating, malicious or insulting behaviour which through the abuse or misuse of power makes them feel vulnerable, upset, humiliated or threatened.

Such behaviour may include:

- a staff member shouting at, being sarcastic towards, ridiculing or demeaning a student or colleague;
- making physical or psychological threats;
- overbearing supervision;
- making inappropriately derogatory remarks about a student or colleague;
- persistent unfair assessment of a student or colleague's work;
- unfairly excluding students from classes, projects or events.

Bullying does not include reasonable and constructive criticism of a student or colleague's work or behaviour.