

# WHISTLEBLOWING POLICY CHART



*Whistleblowing is the term used to describe the process that takes place when a staff member discloses information regarding a wrongdoing in the workplace that is in public interest. This may involve an individual or a group of individuals involved in an inappropriate, unethical or illegal act.*

## Step 1: Making a Disclosure

- Ensure you have sufficient evidence.
- First point of contact is your direct line manager.

## Step 2: Communication

- Once you have informed your line manager, he/she will inform the principal immediately.
- When applicable, the principal will keep you updated on the investigation.



## Safeguarding concerns

For any safeguarding concerns, please raise this immediately with our Designated Safeguarding Lead: Mr. Mat Ashton.



## Disclosure concerning Leadership

If your allegation is against the Principal, the Vice Principal takes the lead and informs the Governing Board of the situation and evidence.

## Step 3: Resolve

- Depending on the nature of the allegation, the principal or line manager will complete the investigation.
- The timeframe of the investigation will be complete as soon as possible. Ensuring it takes no longer than 7 working days.