

# 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 may investigate the matter further.
- Line manager will keep you updated of investigation.



## Step 3: Resolve

- If the outcome of the investigation is successful, line manager will inform Principal of the situation and case will be closed.
- If the matter has not been resolved with line manager successfully, the Principal will initiate further investigation.

## Safeguarding concerns



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



## Disclosure concerning Leadership



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