



WHISTLE-BLOWING POLICY

Darul Hadis Latifah Secondary School & College

**This policy is reviewed annually by the governing body, and was last reviewed in
September 2019**

Aim of the Policy

1. Darul Hadis Latifah is committed to high standards of conduct and to compliance with legal obligations and good practice. It wants malpractice to be pointed out and dealt with and expects its employees, and others who help to deliver its services, to help with that.

2. This policy encourages employees to raise genuine concerns as “whistleblowers”, and provides a procedure for doing so. It explains how those who make public interest disclosures reasonably and in good faith will be protected from detriment such as victimisation or discipline. Often, that involves treating the disclosure confidentially, including protecting the whistleblower’s identity.

3. Who is protected by the Policy?

4. You are protected if you work for Darul Hadis Latifah as:

- An employee
- An agency employee
- A trainee
- A worker who provides services on behalf of the School

The policy does NOT apply to raising grievances about an employee’s personal situation and thus, does not replace existing procedures for personal differences or conflicts. If you have concerns in this area you should consult the School’s Grievance Policy or SMT

What Kind of Disclosures are covered?

5. Whistle-blowing involves a disclosure which tends to show one or more of the following:

- A criminal act has been, is being or is likely to be committed
- Someone has failed, is failing or is likely to fail to comply with legal obligations
- Health and safety risks, including risks to the public as well as to other employees
- Damage to the environment
- The unauthorised use of public funds
- Possible fraud and corruption
- Inappropriate or improper conduct
- Serious failure to comply with appropriate professional standards
- Abuse of children and vulnerable adults
- Safeguarding concerns

- Other unethical conduct

What is expected of the Whistle-blower?

6. If you make a disclosure to someone within the school, you are expected to: Make the disclosure in good faith and have a reasonable suspicion about the malpractice; and reasonably believe that your information, and any allegation in it, is true; and not make the disclosure for personal gain

7. The conditions for outside disclosures are if one or more of the following apply:

You reasonably believe you would suffer detriment if you made the disclosure to the School and you reasonably believe the evidence is likely to be concealed or destroyed; or

You have already made the disclosure to the School.

How is the Whistle blower protected?

8. If you act in good faith and comply with the expectations of paragraph 6 & 7, you will be protected from any detriment as a result of making a disclosure. In particular, you will be protected from harassment or victimisation.

9. If you want your identity to remain confidential, this will be observed as far as possible. Should it not be possible to resolve a concern without revealing your identity (for example, because your evidence is needed in court or in a subsequent internal disciplinary hearing), we will discuss with you whether we should take the matter forward at all and if so, how we will do so. We will also discuss with you how best to protect your interests.

10. Anonymous disclosures will be considered to the extent that it is reasonable and practicable to do so. Anonymous allegations are often difficult to consider due to the need to confirm or follow up evidence.

11. Failure to comply with the expectations of paragraph 6 & 7, including, making a frivolous or malicious disclosures may result in disciplinary action being taken.

Procedure for Dealing with a Disclosure

12. Once a concern has been raised, the Whistleblowing Lead will arrange a meeting with the member of staff as soon as possible to discuss the concern. The member of staff may bring a colleague or union representative to any meetings under this policy. The companion must respect the confidentiality of the disclosure and any subsequent investigation.

13. A written summary of the concern will be taken and a copy provided to the member of staff after the meeting.
14. The school will carry out an initial assessment to determine the scope of any investigation. The member of staff who raised the concern will be informed of the outcome of the assessment and may be required to attend additional meetings in order to provide further information.
15. The school will also aim to provide an indication of how it proposes to deal with the matter.
16. In some cases, an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter may be appointed. The investigator(s) may make recommendations for change to minimise the risk of future wrongdoing.
17. The school will aim to keep the member of staff who raised the concern informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent sharing of specific details of the investigation or any disciplinary action taken as a result. Any information about the investigation should be treated as confidential.
18. Where there is no case to answer, but the Whistleblower held a genuine concern and acted in accordance with paragraphs 6 & 7 of this policy, the Council will ensure that they suffer no reprisals or victimisation, as far as is reasonably practicable.
19. If it is concluded that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower will be subject to disciplinary action.
20. If the concern is regarding safeguarding and involving an adult and the individual feels unable to discuss their concerns with any of the above or does not agree with the outcome of the above they can make a formal disclosure by contacting the Tower Hamlets Local Authority Designated Officer on 020 7364 0677 or 07903 238827 or via email to LADO@towerhamlets.gov.uk.
21. While the school cannot always guarantee the outcome the member of staff seeks, the school will try to deal with concerns fairly and in an appropriate way.

22. If a member of staff is not happy with the way in which their concern has been handled, they can raise it with the Chair of the Governing Board.

Protection and support for whistleblowers

23. It is understandable that whistleblowers are sometimes worried about possible repercussions. The school aims to encourage openness and will support staff who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

24. Staff must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a member of staff believes that they have suffered any such treatment, they should inform the Whistleblowing Lead immediately. If the matter is not remedied they should raise it formally using the school's grievance policy.

25. Staff must not threaten or retaliate against whistleblowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

26. The NSPCC's 'What you can do to report abuse' dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by the school. Staff can call 0800 028 0285 – line is available from 8am-8pm Monday to Friday and email help@nspcc.org.uk

Responsibility for this Policy

28. The Principal is responsible for keeping this policy up-to-date and for overseeing how it is operated. This includes:

- Confirming representatives who will be responsible for actions as outlined in the policy
- Ensuring records of all disclosures are made and their outcomes recorded
- Reporting as appropriate and necessary to relevant parties.

Date Policy Reviewed: 2nd September 2019

Print Name (Chair of Governors): **Moulana Muhammad Abdul Jalil**

Signature (Chair of Governors):

Next Review Date: September 2020

Responsibility for review: Principal / Governors