



Cathedral Schools Trust Whistleblowing Policy

The CST Whistleblowing Policy is part of the CST Employment Manual and available for all staff via their school portal.

01 August 2019

Date for review: as required

Cathedral Schools Trust Employment Manual

It is the responsibility of all Cathedral Schools Trust employees and volunteers to familiarise themselves with the contents of all Trust policies and any amendments hereafter.

Changes

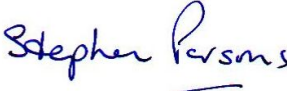
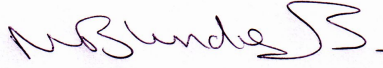
Version	Date	Amended by	Recipients	Purpose
1	03 July 2019	CST Trustees	Members of CST, every Trustee, each Local Governor, all Cathedral Schools Trust employees and volunteers and others at the discretion of the Chairman of the Trustees of CST. CST Website updated.	Annual review - updated in line with changes to legislation and best practice
2				
3				

Alterations

This Policy may be altered, added to or repealed by a majority resolution of the Trustees of CST in a general meeting.

Approvals (As Required)

Version	Date	Approved by
1	04 July 2018	CST Trustees
2	03 July 2019	CST Trustees
3		

Signed (Chair of Trustees): 	Name: Stephen Parsons	Date: Wednesday 3rd July 2019
Signed (Executive Principal): 	Name: Neil Blundell	Date: Wednesday 3rd July 2019

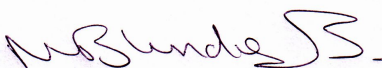
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Welcome

Cathedral Schools Trust is committed to creating a community of learning and engagement that embraces teachers, students and their families. We know that we can learn from one another and we are sure that respect and good relationships are at the heart of good education. The Trust values diversity and encourages excellence. Our focus will be on working in partnership, with a rigorous but collegiate approach to support and challenge school leaders, staff and governors. The Trust will be inclusive, with a focus on a shared humanity and community that we must all sustain. It will support and build leadership and management capacity, and it will value and encourage the continual professional learning of staff. We will always seek to be reflective and improve.

We hope that you enjoy working as part of Cathedral Schools Trust.



Neil Blundell

Executive Principal, Cathedral Schools Trust

Introduction

- Purpose:** This Employment Manual sets out the Trust's rules, policies and procedures affecting members of staff and also provides information about some of your statutory entitlements. You should make yourself familiar with the contents. You should act in conformity with the Employment Manual in carrying out your responsibilities.
- Changes:** From time to time the Trust may need to make changes to the Employment Manual. This may be in response to periodic review or legislative change, which will be recommended to the Trust Board. You will be notified in writing of any changes.
- Status:** Unless otherwise indicated, the contents of this Employment Manual do not form part of your contract of employment. Where the policy or procedure reflects your statutory entitlements (such as the paternity leave and pay policy), the Trust will comply with the statutory entitlements in force at the relevant time.
- Safeguarding and child protection:** Every pupil should feel safe and protected from any form of abuse. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Training:** Staff will be provided with induction training and ongoing professional development training as appropriate and in accordance with individual development needs.

- 6 **Queries:** If you have any queries about your contract of employment or this Employment Manual, please contact the Trust Manager (Operations) / Finance Director.

Roles and responsibilities

- 1 **Definitions:** Within this Manual the terms below should be understood to mean:
- 1.1 **School** means each and every School which is operated by the Trust as part of the multi-academy trust.
 - 1.2 **Board** means the Board of Directors of the Trust.
 - 1.3 **Trustee(s)** means a director of the Board of Cathedral Schools Trust.
 - 1.4 **Employees** means all staff who are employed by the Trust.
 - 1.5 **Executive Principal** means a Principal with responsibility for oversight of two or more schools.
 - 1.6 **Finance Director** means Finance Director of the Trust.
 - 1.7 **Governor** means a member of the Local Governing Body / School Council.
 - 1.8 **Head** means the Head teacher / Principal at each School.
 - 1.9 **Local Governing Body** means a committee of the Board of Trustees constituted to advise the Trustees in respect of a particular School.
 - 1.10 **Term** means any of the following periods in any academic year: 1 September to 31 December; 1 January to 30 April; 1 May to 31 August.
 - 1.11 **Trust** means Cathedral Schools Trust, the charitable company limited by guarantee registered number 06516626 and includes the schools that are part of the multi-academy trust.
 - 1.12 **Trust Manager** means the incumbent Trust Manager (Operations) or Trust Manager (Strategy).
- 2 **Responsibility for the Employment Manual**
- 2.1 The Trustees have ultimate responsibility for the policies within this Employment Manual and ensuring that they are legally compliant. The Trustees may delegate responsibility for the review and preparation of the policies for approval by the Trustees.
 - 2.2 Local Governing Bodies are expected to adopt this Manual for use in each School, to ensure that it is implemented effectively, and to keep it updated on an annual basis or as required from time to time by the Trustees.
 - 2.3 The Trust Managers / Finance Director are responsible for the day to day management of the Employment Manual and recommending any updates to the Trustees.
 - 2.4 The Executive Principals and the Heads must implement and adhere to the policies within this Manual.

- 2.5 This Employment Manual shall apply to all Employees, who are expected to familiarise themselves with its terms.

3 Management of employment matters

- 3.1 The Head(s) or Executive Principal(s) shall be responsible for managing performance of all staff at the School of which they are Head in accordance with policies within the Manual (which shall include grievance, disciplinary, capability and appraisal). The Head may delegate responsibility to an appropriate senior member of staff.
- 3.2 Appeals of employment matters against decisions made by the Head at a School (or their delegate) will usually be heard by the Executive Principal, the Trust Managers, or a panel of up to three members of the Local Governing Board.
- 3.3 The management of Heads (including any disciplinary, capability, grievance and appraisal) shall usually be undertaken by the Executive Principals (who may delegate responsibility to a suitable alternative senior member of staff).
- 3.4 Appeals brought by Heads shall normally be heard by an Executive Principal, a Trust Manager or a panel of up to three Trustees.
- 3.5 A Trust Manager shall be responsible for the management of staff who are not employed at a particular School. The Trust Manager may delegate responsibility to an appropriate senior member of staff.
- 3.6 Appeals brought by staff who are not employed at a School will normally be heard by a Trust Manager or a senior member of staff or a panel of up to three Trustees.

4 Notification and reporting

- 4.1 Heads are required to notify the Trust Manager (Operations), upon receipt of a grievance, or whistleblowing complaint by the Trust/School and prior to instigating the capability or disciplinary procedure.
- 4.2 Heads are required to notify the Trust Manager (Operations) and the Chair of the Local Governing Body of the fact and outcome of any capability, disciplinary, or grievance process and where appropriate the nature of the matter. Such a report should be made within a month of completion of the relevant process and will usually be on an anonymised basis. The Trust Manager (Operations) will include any such notifications in regular reports to the Board of Trustees.
- 4.3 The Trust Manager (Operations), in conjunction with the Finance Director where appropriate, will report to the Trustees on the number, outcome and (where appropriate) nature of any capability, disciplinary and grievance matters, to enable the Trustees to manage risk, through monitoring and identifying trends, undertaking equality impact assessments, assessing the efficacy of the policies and any identifying any professional development needs.

5 Training

- 5.1 The Trust Manager (Operations) is responsible for ensuring that all staff have appropriate training on the policies within the Manual including as part of an induction for new staff joining the Trust. The Trust Manager (Operations) shall delegate this responsibility as necessary.

Whistleblowing policy

- 1 **Honesty and integrity:** The Trust is committed to conducting its business with honesty and integrity, and we expect all staff to maintain high standards in accordance with the Code of Conduct. All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.
- 2 **Aims:** The aims of this policy are to:
 - 2.1 encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
 - 2.2 provide staff with guidance as to how to raise those concerns; and
 - 2.3 reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.
- 3 **Staff:** This policy covers all employees, officers, governors, consultants, contractors, volunteers, work placement students, casual workers and agency workers.

Wrongdoing at work

- 4 **Whistleblowing:** Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:
 - 4.1 criminal activity;
 - 4.2 safeguarding concerns (see paragraph 9 below);
 - 4.3 failure to comply with any legal or professional obligation or regulatory requirements;
 - 4.4 miscarriages of justice;
 - 4.5 danger to health and safety;
 - 4.6 damage to the environment;
 - 4.7 bribery;
 - 4.8 financial fraud or mismanagement;
 - 4.9 other unlawful or unethical conduct in the workplace;
 - 4.10 the deliberate concealment of any of the above matters.
- 5 **Whistleblower:** A whistleblower is a person who raises a genuine concern relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a **whistleblowing concern**) you should report it under this policy.

- 6 **Grievances:** This procedure should not be used where you have a complaint relating to your personal circumstances in the workplace. The grievance procedure contained in the Employment Manual should be used in such cases.
- 7 **Detriment:** Provided that this procedure is used appropriately and correctly, you will not suffer any detriment as a result of reporting a suspected wrongdoing. A failure to follow this procedure may however make the disclosure unreasonable and the protection given to you by this procedure may be lost.
- 8 **Advice:** If you are uncertain whether something is within the scope of this policy you should seek advice from the Head /Trust Manager (Operations), Designated Safeguarding Lead, Public Concern at Work or the NSPCC whistleblowing helpline.

Safeguarding

- 9 **Safeguarding:** Nothing within this policy is intended to prevent staff from complying with their statutory obligations in accordance with *Keeping Children Safe in Education* (DfE, September 2018). In particular:
 - 9.1 **Safeguarding / child protection policy:** You should raise any initial safeguarding concerns about a child with the Designated Safeguarding Lead in accordance with the Trust's child protection and safeguarding policy and procedures.
 - 9.2 **Safeguarding - member of staff:** You should raise any concerns about another staff member with the Head, or if the concern is about the Head, with the Executive Principal/Chairman of the Board / Chair of the Local Governing Body (without first notifying the Head) in accordance with the procedures in the Trust's safeguarding and child protection policy.
 - 9.3 **Whistleblowing policy:** You should follow this procedure to raise concerns about poor or unsafe safeguarding practices at the Trust or potential failures by the Trust or staff to properly safeguard the welfare of pupils if you are concerned that the Trust's child protection and safeguarding policy and procedures are not being followed correctly.
 - 9.4 **Referral:** If a child is in immediate danger or is at risk of harm a referral should be made to Children's Social Care and / or the Police immediately. Anyone can make a referral.
- 10 **Exit interviews:** All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with this policy. Safeguarding children is at the centre of the Trust's culture and concerns should always be raised in accordance with paragraph 9 above. If issues have not been identified before, safeguarding will always be considered formally during staff performance development reviews and appraisal and finally at exit interviews which are held with all leavers. Staff who raise concerns about working practices at the Trust to the Designated Safeguarding Lead or an appropriate senior member of Staff will be protected from detriment under this policy.

Confidentiality

- 11 **Confidentiality:** We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

- 12 **Anonymous disclosures:** We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible.

Stage one

- 13 **Procedure:** You should disclose the suspected wrongdoing first to your Line Manager. In the event that your Line Manager is involved in the suspected wrongdoing, you should proceed directly to Stage Two of this procedure.
- 14 **Response:** You can expect a response detailing to whom the disclosure has been notified or any action taken within seven days of your Line Manager becoming aware of the disclosure.

Stage two

- 15 **Procedure:** If no response is forthcoming after seven days from your Line Manager, if you are not satisfied with the way in which your concern has been handled or if your Line Manager is involved in the suspected wrongdoing you should notify the Head / Executive Principal / a Trust Manager, as appropriate.
- 16 **Response:** You can expect a response detailing any action taken within seven days of the Head / Executive Principal / a Trust Manager becoming aware of the disclosure.

Stage three

- 17 **Procedure:** If no such response is forthcoming after seven days from the Head / Executive Principal / Trust Manager if you are not satisfied with the way in which your concern has been handled or if the Head / Executive Principal / Trust Manager is involved in the suspected wrongdoing you should inform the Chair of Governors / Chair of the Board of the disclosure.

Relevant external reporting

- 18 **Outside body:** The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. The law recognises, as does paragraph 9 above, that in some circumstances it may be appropriate for you to report your concerns to a relevant outside body including:
- 18.1 the local authority's Designated Officer;
 - 18.2 Children's Social Care;
 - 18.3 the NSPCC;
 - 18.4 the Health and Safety Executive;
 - 18.5 the Environment Agency;
 - 18.6 the Information Commissioner;
 - 18.7 the Department for Education;
 - 18.8 the Department for Business, Energy and Industrial Strategy;
 - 18.9 the Police;
 - 18.10 the Charity Commission;

- 18.11 the Independent Schools Inspectorate;
- 18.12 the Office for Standards in Education, Children's Services and Skills (**Ofsted**); or
- 18.13 the Channel Police Practitioner.
- 19 **Advice:** Staff are strongly encouraged to seek advice before reporting a concern to anyone external. In most cases you should not find it necessary to alert anyone external but before you do, as well as considering the internal help and support available which is identified above, please seek external advice from:
- 19.1 **Public Concern at Work:** If you have any concerns about disclosing a suspected wrongdoing the independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. Staff can call 020 7404 6609 for advice.
- 19.2 **NSPCC:** The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8.00 am to 8.00 pm Monday to Friday) or email help@nspcc.org.uk.
- 20 **The media:** You should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and / or where your concern is disclosed in a malicious manner or for personal gain this may make the disclosure unreasonable and the protection given to you by this procedure may be lost. Additionally, the Trust may consider this to be gross misconduct and disciplinary action may be taken against you.
- 21 **Queries:** If you have any queries about this procedure, you should contact the Head / Executive Principal/ Trust Manager (Operations).
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