Whistle Blowing Policy

Approved by the Headteacher and Governing Body on 21.09.2026
Reviewed: 09.26

To be reviewed: 09.28

Policy and Procedure

This policy details the procedures to be followed when an alleged matter of serious concern, perpetrated by a member of staff, has been observed and reported. This is known as "whistle-blowing".

It is the policy at St Vincent's School to encourage the reporting to management of all matters of serious concern involving a member of staff, and for persons to feel that they can do so freely and without fear of reprisal or intimidation. 'Matters of Serious Concern' will include, but may not be limited to, the following:

- Professional malpractice
- Abuse of a pupil
- Criminal activities (theft/embezzlement/assault, etc.)
- Failure to comply with any legal obligation
- Dangers to Health and Safety
- Discrimination of any kind.
- Extremism and radicalisation.

Persons reporting such incidents can include the following:

- Fellow staff members (peers)

- A professional person acting on behalf of the child (advocate/Minister of Religion etc.)

Where an incident of serious concern is alleged, the person making the allegation must report this directly to the Headteacher. In the case of serious concern regarding the Headteacher, the Chair of Governors should be informed (Mrs B Buckle). A member of the Governing Body may support the Chair.

The person reporting the incident will be assured that appropriate enquiries will be carried out discreetly and in confidence. Wherever possible, the identity of the person reporting the incident will be kept anonymous.

Where preliminary enquiries show that further investigations need to be made, the Headteacher will inform the staff member against whom the allegation has been made.

Where the alleged offence is of a serious nature, the following action may be taken:

- The staff member at the centre of the allegation may be suspended immediately on full pay, pending the outcome of the investigation. The staff member will be informed of the necessity for this action and will be assured that at this point; there is no inference of guilt.
- The Headteacher will initiate an investigation, interviewing all relevant parties.

The matter may need to be reported to:

- Designated Safeguarding Lead/ Safeguarding Officer (DSL D Swanston, DSO N Warburton)
- Liverpool Safeguarding Children's Board's (LCSB), Local Allegations Designated Officer (LADO).
- Chair of Governors.
- Police
- Ofsted
- DBS

Following completion of the investigation

- If the allegations are justified, the staff member concerned will be subject to the Disciplinary Procedure as appropriate.

- Criminal charges may be brought by the Police or other parties, depending upon the circumstances.
- If the allegations are not proven, the staff member will be restored to full duties, all parties being informed of the findings of the investigation.
- Personal support/advice will be given to any employee involved in the allegations – without bias.
- Where the allegation is not proven, but has proven to be a malicious action on the part of the accusing party, then the accuser will be subject to appropriate disciplinary action per the Disciplinary Procedure.

If the investigation results in the prosecution and conviction of the staff member, this result must be communicated, in writing to Ofsted for consideration of inclusion in the Child Protection Register, Children's Barred list and the DBS register.

When to Whistleblow

The whole school community has a duty of care for each other and the school environment. If you have reason to believe that that there is a breach in this duty of care you should whistle blow immediately.

How to Whistleblow

- If a child requires protection from harm, you should act, as detailed in the Child Protection Safeguarding Policy
- Take the concern to an appropriate person, who will advise/support.
- If you feel that the concern was not resolved, you should refer the concern to the Headteacher.
- If, for any reason, you feel unable report your concern to the Headteacher, you should report directly to the Chair of Governors
- If you remain concerned that whistleblowing procedure is not being followed you should escalate to the relevant agency

What you can expect to happen

- That your concerns will be listened to and acted upon in an appropriate manner.

- That safety and confidentiality will be maintained.
- That an investigation will be carried out discreetly and in confidence.
- That you may be expected to write a statement and attend any subsequent disciplinary or legal proceedings as a witness.
- That you can expect statutory employment protection when disclosing information reasonably and responsibly in the public interest.

Further advice can be found at: https://www.gov.uk/whistleblowing