

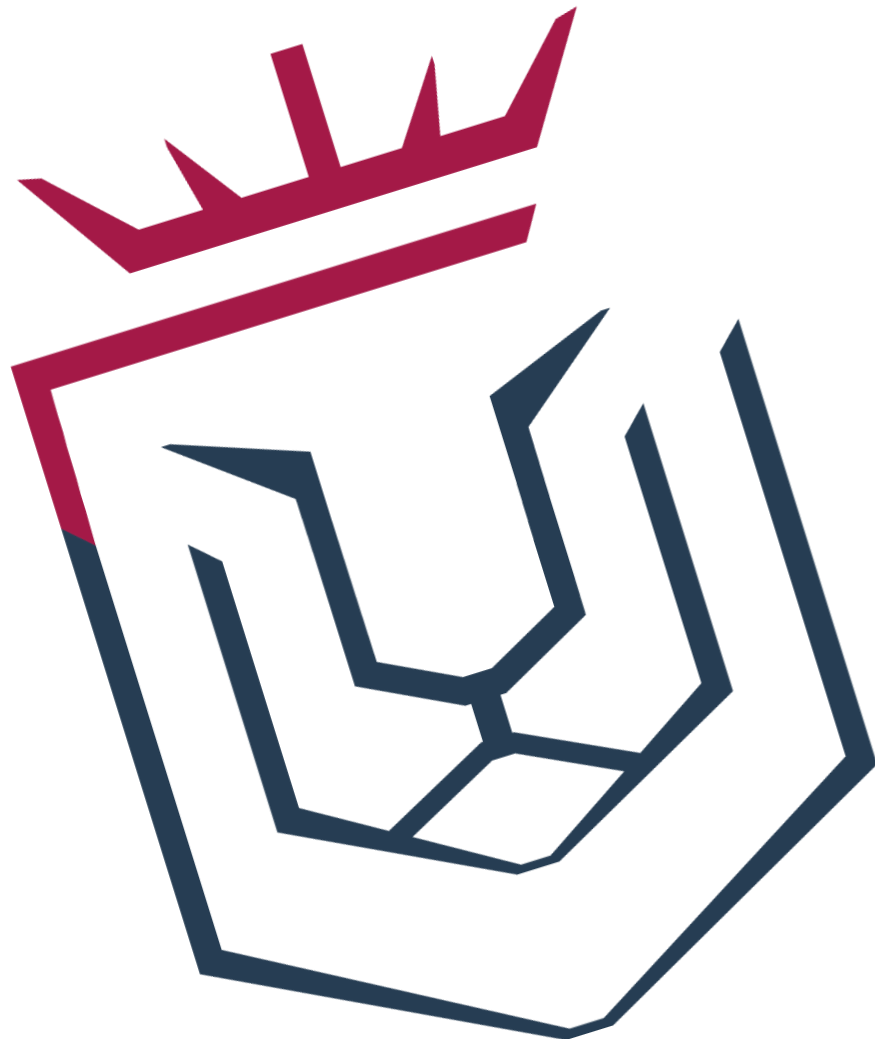


IPS Cascais
BRITISH INTERNATIONAL SCHOOL
PORTUGAL

Safeguarding: Whistleblowing



Approved Policies for Adoption by Schools





Introduction

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. In Globeducate schools, we encourage staff and members of the school community to raise worries or concerns. With this in mind, it is important that all members of our community are aware that:

- All instances of malpractice (moral, ethical, and financial) will be taken seriously.
- Confidentiality is respected for those who raise concerns and that it is possible to raise these concerns outside the line management structure or normal lines of communication for students.
- Sanctions may exist for those making false and malicious allegations.
- Everyone in our school community has the right to follow their sense of right and wrong.

A *Whistle Blower* is the term used to describe someone who becomes aware of a serious problem and then raises this matter so that it can be investigated and corrected. Examples could include:

- Financial fraud or malpractice and other types of corruption
- Attempts to cover up earlier problems
- Abuse or neglect of vulnerable people
- Failure to deliver proper standards of teaching or service
- Damaging conflicts at a senior level
- Bullying, harassment or victimisation in the school at any level

Our whistle blowing policy will ensure that concerns are properly raised and expressed in the school and will encourage a culture of openness and accountability, reassure everyone that no one will be victimised for expressing concerns, deter fraud and malpractice, help staff to feel valued, identify and help resolve damaging personal conflicts, avoid public criticism and potential crises.

1. The staff code of conduct makes clear what is expected of staff and the school rules makes clear what is expected of students. Anything that is unclear to members of staff should be discussed with line managers or senior leaders, with normal lines of communication for students.
2. If it is preferred, a concern can be raised through a colleague or friend.
3. The school will support employees and students who report a concern and will protect them from reprisals or victimisation. Such reporting will not affect a staff member's career nor enjoyment of the job, nor the student's enjoyment of school life.
4. The school will do everything that it can to respect confidentiality, although both staff and students have to be made aware that, under certain conditions, confidentiality cannot be kept, but the school will ensure that only relevant people are informed.
5. If attempts are made to discourage, victimise, or criticise either students or staff concerned from raising concerns, the school will treat this as a disciplinary offence.

Who to Contact?





In the vast majority of cases, the correct procedure for raising concerns is through the line manager for staff and through the normal lines of communication for students. However, employees may speak to the Head of School or other member of the School Leadership Team, asking them for a confidential meeting.

In any case involving child protection issues, it is vital that the procedure laid down in the Safeguarding Policy is followed and advice is sought from the Designated Safeguarding Lead (DSL) for the school.

If there is a serious concern involving the Head of School, it may be deemed necessary to contact the school's Directors directly. In these cases, please contact Daniel Jones, Chief Education Officer: daniel.jones@globeducate.com

Dealing with Concerns

Anyone raising concerns needs to be aware that such issues will need to be fully investigated by the school. The school needs to treat with absolute fairness both the person raising the concern and also any others who might be involved.

Should they request it, anyone raising a concern will be informed of the results of any investigation which has taken place and of any proposed action which might result, except in the case of child protection issues.

No one reporting a concern in good faith has anything to fear, however abuse of this reporting system by maliciously and deliberately raising unfounded allegations will result in serious action being taken.

This procedure is separate from the school's procedures regarding grievances and employees should not use the whistleblowing procedure to raise grievances about their personal employment situation.

This document contains policies, for use by Globeducate schools.

