Whistleblowing Policy

This policy applies to the whole school including Boarding and the Early Years.
The current version of any policy, procedure, protocol or guideline is the version held on the TASIS England website. It is the responsibility of all staff to ensure that they are following the current version.

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Agreed by:

Head of School	Chair of the Proprietary Board of Directors
Bryan Nixon	David King
18 September 2026	18 September 2026

TASIS England is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

1. **Introduction**

1.1. The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. Please note the terms 'Proprietor' and 'Board of Directors' are used interchangeably within this policy, both terms are the same and refer to the TASIS England Proprietary Board of Directors.

1.2. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

1.3. Our approach at TASIS England is child-centred, and we will always act in the best interests of the child.

1.4. TASIS England is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, employees and others with serious concerns about malpractice or wrongdoing in the school's work are encouraged to come forward and voice those concerns without fear of victimisation or harassment.

1.5. Whatever the source, the Proprietary Board of Directors (the Proprietors) are committed to listening to the concerns, taking them seriously and ensuring that they are dealt with promptly and fairly.

1.6. We explicitly require staff to report to the Head of School or the Proprietors any concern or allegation about school practices or the behaviour of colleagues which are likely to put students at risk of abuse or other serious harm.

1.7. 'Whistleblowing' is the confidential raising of problems or concerns within an organisation by a member of staff. This is not 'leaking' information but refers to matters of impropriety e.g. a breach of law, school procedures or ethics. Whistleblowing is *not* the raising of a grievance within the school (which would be dealt with under our separate Grievance Policy contained in the Employee Handbook).

1.8. Those external to TASIS England are encouraged to raise any concerns they have about the way in which the school operates to the Proprietors. Employees are often the first to realise that there may be something seriously wrong within an organisation. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the organisation. They may also fear harassment or victimisation.

1.9. The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

1.10. The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Protect operates a confidential helpline. Their contact details are provided further below in this policy.

1.11. The school provides immunity from retribution or disciplinary action against staff for 'Whistleblowing' in good faith provided that the employee reasonably believes that the subject of the disclosure is in the public interest and the employee reasonably believes that the information disclosed and any allegation contained in it are substantially true. At all levels staff will be given safeguarding briefings or training on how to respond to suspicions or allegations of abuse and what action they should take in response to such suspicions or allegations.

If you believe that you have suffered any such treatment, you should inform the Head of School or Director of Human Resources immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

1.12. It should be emphasised that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed to question financial or business decisions taken by the school nor should it be used to reconsider any matters which have already been addressed under harassment, complaint, disciplinary or other procedures. However, the fact that a matter has previously been raised, considered, or dealt

with under another internal procedure does not of itself prevent an individual from making a protected disclosure. Where an individual discloses information which they reasonably believe tends to show a relevant wrongdoing and that the disclosure is made in the public interest, the School will consider and handle it under this policy as appropriate.

1.13. The School encourages staff to raise qualifying whistleblowing concerns internally in the first instance so they can be addressed promptly and effectively. Nothing in this policy is intended to prevent any person from making a disclosure to a prescribed person or regulator in accordance with the law, or to limit any statutory rights or protections.

1.14. If a concern is found to be false and malicious or vexatious, disciplinary action may be taken against the member of faculty or staff who raised the concern.

1.15. This policy is reviewed in line with current safeguarding guidance, whistleblowing legislation, and inspection expectations.

2. Legal Status / what is Whistleblowing?

2.1. The key piece of whistleblowing legislation is the Public Interest Disclosure Act 1998 (PIDA) amended, which applies to workers and employees who ordinarily work in Great Britain, including agency workers and contractors in certain circumstances.

2.2. Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work occurring or likely to occur.

2.3. This may include:

a. criminal offences, such as fraud or corruption;
b. risks to student or staff health and safety;
c. sexual harassment;
d. bribery
e. failure to comply with a legal or professional obligation or statutory requirement
f. breaches of financial management procedures;
g. a miscarriage of justice;
h. environmental damage;
i. the deliberate concealment of any of the above matters

A whistleblower is a person who raised a genuine concern relating to the above.

2.4. Not all concerns about the school count as whistleblowing. For example, personal staff grievances such as bullying, or harassment do not usually count as whistleblowing. If something affects a faculty or staff member as an individual, or relates to an individual employment contract, this is likely a grievance.

When faculty or staff have a concern, they should consider whether it would be better to follow our grievance procedure. If a complaint relates to your own personal circumstances but you also have wider concerns, you can discuss with the Head of School (or the Chair of the Board of Directors if it relates to the Head of School) or the Director of Human Resources, which route is the most appropriate.

2.5. A confidential support and counselling hotline is available to whistleblowers who raise concerns under this policy. Their contact details are set out below.

- Protect (formerly Public Concern at Work) has:
- Further guidance on the difference between a whistleblowing concern and a grievance that staff may find useful if unsure

- A free and confidential advice line

2.6. For a disclosure to qualify for protection under PIDA, it must be made in the public interest and in the reasonable belief of the individual making the disclosure that the information tends to show malpractice or wrongdoing. A disclosure does not need to be proven to be correct in order to be protected.

2.7. This policy links with our other policies which can be found on the school website or on the LMS:

a. Safeguarding Policy;
b. Health and Safety Policy;
c. Safer Recruitment Policy;
d. Anti-Bullying (Countering Bullying) Policy;
e. Behaviour Management, Discipline, and Sanctions Policy;
f. Faculty and Staff Behaviour Policy (Code of Conduct);
g. Employee Handbook
h. Data Protection Policy;
i. Single Equalities Policy;
j. Race Equality Policy; and
k. Equal Opportunities Policy

3. Safeguarding

3.1. Staff should use the school's Whistleblowing Policy if they have concerns about the handling of safeguarding matters, either in general or in specific cases, particularly where they feel unable to raise concerns through normal safeguarding reporting routes or where they believe safeguarding processes have failed

3.2. It is communicated to staff within their induction, training and published policy that staff have a responsibility to report safeguarding and welfare matters within the school and to external agencies where necessary. This is one factor in establishing a positive, safeguarding culture.

3.3. There are procedures for reporting and handling poor or unsafe practice which can lead to potential failures within the safeguarding regime.

3.4. There should be transparency and accountability in relation to how safeguarding concerns are received and handled.

3.5. The school has regard to the latest (and subsequent versions of) KCSIE and as a result has clear processes for reporting and recording allegations. The NSPCC whistleblowing helpline is available for staff who may not feel able to raise concerns regarding safeguarding failures internally. Staff can call: 0800 028 0285 or Email: help@nspcc.org.uk.

3.6. Please see the school's Safeguarding Children Child Protection Policy on the school website for more details.

3.7. This policy has regard to the most recent statutory safeguarding guidance, including Keeping Children Safe in Education (current version).

4. How to raise a concern

4.1. In the first instance, an employee should raise concerns with their line manager, and this should be made in writing wherever possible.

4.2. If an employee believes that their line manager is involved in the situation, the employee should approach the Head of School without delay.

4.3. If an employee believes that the Head of School is involved in the situation, the employee should approach the Chair of the Board of Directors (Proprietors).

4.4. Employees are encouraged to set out in writing the background and history of the concern, giving names, dates and places where possible and the reason why they are concerned about the situation, providing as much evidence and context as possible.

4.5. If employees do not feel able to put their concern in writing the matter can be raised by telephone or a face to face meeting with the appropriate personnel.

4.6. In any event, employees should make an immediate note of relevant details, e.g. what was said in a telephone or other conversation, dates, times and so on.

4.7. Employees are encouraged to express their concerns at the earliest opportunity. The earlier a concern is raised, the easier it may be to take action.

4.8. When raising concerns employees must declare any personal interest they have in the matter.

4.9. Although employees are not expected to prove the truth of an allegation, they will need to demonstrate to the person contacted that there are sufficient grounds for a concern.

4.10. Employees should not attempt to investigate a concern or accuse individuals directly.

4.11. Employees may invite their trade union representative or professional association to raise the matter on their behalf.

4.12. In some circumstances, confidential informal advice from the employee's trade union or professional association may help an employee who is unsure of how best to pursue a concern.

4.13. If an employee feels that they cannot inform any internal individual then they may inform the Local Authority, Union or Professional Association Prescribed Person, Ofsted, the Children's Commissioner, NSPCC or alternatively the whistleblowing charity, 'Protect' https://protect-advice.org.uk/

5. How TASIS England will respond

5.1. If the concern is accepted in line with this policy, an Investigating Officer (IO) will be appointed by the Head of School.

5.2. Once the appointed IO is in receipt of the information or allegation they will carry out a preliminary investigation on a sensitive and confidential basis.

a. The IO will meet with the person raising the concern within a reasonable time. The person raising the concern may be joined by a trade union or professional association representative;
b. The IO will gather as much detail as possible about the concern at this meeting and record the information. If it becomes apparent the concern is not of a whistleblowing nature, the employee should handle the concern in line with the appropriate policy/procedure; and
c. The IO will reiterate, at this meeting, that the employee is protected from any unfair treatment or risk of dismissal as a result of raising the concern. As previously stated, if the concern is found to be malicious or vexatious, disciplinary action may be taken.

5.3. The IO will seek to establish the facts of the matter and assess whether the concern has foundation and can or should be resolved internally.

5.4. The preliminary investigation may identify the need to involve third parties to provide further information, advice or assistance. For example, involvement of other members of TASIS England staff; external consultants; legal or personnel advisors; the police or regulatory bodies.

5.5. The action taken by the school will depend on the nature of the concern. The matters raised may:
   a. be investigated internally;
   b. be referred to the Police;
   c. be referred to an external auditor; and
   d. form the subject of an independent enquiry.

5.6. Initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take. Concerns or allegations, which fall within the scope of specific procedures (e.g., safeguarding, discrimination issues, grievances or financial irregularities) will usually be referred for consideration under those procedures.

5.7. Some concerns may be resolved by informal action agreed between the employee raising the concern and the person to whom it is reported without the need for formal investigation.

5.8. The IO, senior manager (if the issue is being dealt with informally) or Head of School will write to, and arrange to meet with, the employee who has raised the concern within a reasonable time, to:
   a. acknowledge that the concern has been received;
   b. indicate how they propose to deal with the matter; and
   c. offer an estimate of how long it will take to provide a response.

5.9. Records will be kept of work undertaken and actions taken throughout the investigation. The IO will consider how best to report the findings and will make recommendations on any required corrective action. This may include disciplinary action and/or third-party referral such as the police.

5.10. Recommendation or actions taken should be discussed at the Senior Leadership Team meetings unless there is good reason not to do so such as confidentiality. The Head of School and/or the Director of Human Resources should ratify any recommendations made regarding disciplinary action.

5.11. Employees raising a concern will be informed of the final outcome of any investigation. In some circumstances, however, it may not be possible to reveal the full details where this relates to personal issues involving a third party.

5.12. If the whistleblower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns may be raised with the Chair of the Board of Directors (Proprietors).

6. Safeguarding the Employee

6.1. **Protection:** This policy is designed to offer protection to those employees of the school who disclose such concerns provided the disclosure is made:
   a. in good faith; and
   b. in the reasonable belief that the disclosure tends to show malpractice or impropriety and if they make the disclosure to an appropriate person (see below).

6.2. It is important to note that no protection from internal disciplinary procedures is offered to those who choose not to use the procedure. In an extreme case, malicious or vexatious allegations could give rise to legal action on the part of the persons complained about.

6.3. A concern will not be regarded as malicious or vexatious *solely* because it is not upheld following investigation.

6.4. **Confidentiality**: The school will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required.

6.5. **Anonymous Allegations**: This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less credible, but they may be considered at the discretion of the school. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and

only reveal it where necessary to those involved in investigating your concern. In exercising this discretion, the factors to be taken into account will include:

a. the seriousness of the issues raised;
b. the credibility of the concern; and
c. the likelihood of confirming the allegation from attributable sources.

6.6. **Untrue Allegations**: If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes malicious or vexatious allegations, and if they persist with making them, disciplinary action may be taken against that individual.

Colleagues must not threaten or retaliate against whistleblowers in any way. If anyone is found to be involved in such conduct, they may be subject to disciplinary action.

6.7. **Monitoring:** All concerns raised under this policy will be recorded securely and confidentially, together with outcomes and actions taken, in accordance with data protection requirements. The purpose of this record is to ensure that a central record is kept which can be cross-referenced with other concerns raised in order to monitor any patterns and to assist in monitoring and reviewing the policy.

6.8. Anonymised whistleblowing data may be reviewed periodically by the Proprietary Board of Directors to support effective governance and safeguarding oversight.