



## Whistleblowing Policy

Updated: July 2025

### Policy Statement

The Board of Directors formally adopts this policy and reviews it annually.

St John's School aims to be a good employer and is committed to the highest standards of probity, openness and accountability.

This policy is designed to ensure that all staff can raise any genuine concerns about wrongdoing or misconduct in the workplace and be confident that they will be listened to and protected from victimisation for doing so.

The School has drawn up this policy with reference to the **Public Interest Disclosure Act 1998 (PIDA)** and the Government's best practice guidance.

### Scope

This policy applies to all staff, including:

- Full-time and part-time employees
- Supply teachers
- Peripatetic staff
- Volunteers
- Contractors and agency workers
- Visitors such as health professionals working with the School

### Responsibilities

The **Head of School** has overall responsibility for ensuring:

- Appropriate whistleblowing procedures are in place and communicated to all staff.
- These procedures are implemented properly.
- Any concerns raised, and actions taken, are reported to the Board of Directors (without disclosing unnecessary details or the identity of the whistleblower).
- All staff know their rights and duties under the Act.

### Rights

Any worker at St John's School is entitled, without fear of reprisal, to disclose information about any action they reasonably believe:

- Is potentially or actually unlawful.



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- Involves a miscarriage of justice.
- Compromises an individual's health and safety.
- Might cause environmental damage.
- Contravenes any School policy or procedures.
- Might be considered improper.
- Falls below the normal standards of conduct in the School.
- Or any deliberate concealment of any of the above.

This right is protected under the Act, provided the disclosure is made in good faith.

### Duties

All staff must ensure that when making a disclosure they:

- Act in good faith.
- Do not commit a criminal offence in doing so.
- Do not disclose confidential information to any person outside the School other than a member of the Board of Directors or a prescribed external body where appropriate.
- Do not expect any personal gain.

### Raising Concerns Internally

Members of staff should first consider whether the matter can be raised using the School's normal **grievance** or **complaints** procedures.

Any disclosure about wrongdoing made during these processes will still be protected under whistleblowing legislation.

### Confidential Reporting Route

Where a member of staff has a genuine concern that cannot reasonably be addressed through the normal procedures, they should use the confidential reporting route:

- Raise the matter in confidence with the **Head of School**.
- If the concern involves the **Head of School**, it should be raised instead with a member of the **Board of Directors**.
- The Head of School must attempt to resolve the matter with the member of staff within a reasonable time and, in any case, must report progress within **ten working days**.
- If the member of staff is not satisfied with the Head of School's response, or the time being taken to resolve it, they may refer the matter promptly and formally to a member of the Board of Directors.
- The Board member will aim to produce a resolution within **ten working days**.



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- If still not satisfied, the member of staff may raise the matter directly with the full Board of Directors using the secure online whistleblowing channel:

👉 [Whistleblowing Channel](#)

Staff are required to read the full Whistleblowing Policy on the School website or shared drive for further information.

### External Disclosures

While it is expected that staff will use the School's internal procedures wherever possible, they have the legal right under the **Public Interest Disclosure Act** to make a protected disclosure to a prescribed external body (e.g. the Local Authority, ISI or Ofsted) if:

- They believe they cannot raise the concern internally.
- They believe they may be victimised if they do so.
- They reasonably believe the concern will not be properly addressed.

### Victimisation

The Board of Directors guarantees that any member of staff making a disclosure in good faith will be protected from any form of reprisal or victimisation.

However, any malicious or deliberately false allegations which are shown to be unfounded may lead to disciplinary action.

### Monitoring and Review

The **Head of School** will report all whistleblowing complaints received to the Board of Directors at the next meeting, ensuring the confidentiality of the whistleblower where possible.

The Board of Directors will review how the policy is working in practice from time to time to ensure it remains fit for purpose.

All records related to whistleblowing will be kept securely and in line with the School's **Data Protection Policy**.

### Key Contacts

- **Head of School:** Bryan Kane - [bryan.kane@iesmail.com](mailto:bryan.kane@iesmail.com)
- **Chair of Board of Directors:** [monica.segovia@iesmail.com](mailto:monica.segovia@iesmail.com)
- **Secure Whistleblowing Channel:** [https://whistleblowersoftware.com/secure/SJS\\_IES](https://whistleblowersoftware.com/secure/SJS_IES)

### Review Date

This policy will be reviewed annually by the Board of Directors and the Head of School.