



ST EDMUND'S SCHOOL CANTERBURY

Whistleblowing Policy 3-18

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE SCHOOL SAFEGUARDING POLICY
AND KEEPING CHILDREN SAFE IN EDUCATION 2026.
THESE CAN BE FOUND ON THE SCHOOL WEBSITE HERE:**
<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>

“All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school’s or college’s safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.”

(Keeping Children Safe in Education 2026, P25)

1. Introduction

St Edmund’s School is committed to the highest standards of openness, integrity, and accountability in all aspects of its work. The School recognises that staff, volunteers, governors, and others who work closely with us are often the first to identify concerns about malpractice, safeguarding, or wrongdoing. We encourage anyone with such concerns to report them promptly and responsibly, in the knowledge that these will be taken seriously and handled appropriately.

This policy is designed to:

- Provide a clear procedure through which concerns about safeguarding, malpractice, or wrongdoing may be raised and addressed.
- Ensure that concerns are taken seriously, investigated promptly, and dealt with fairly and consistently.
- Protect individuals who reasonably believe the disclosure is in the public interest and tends to show relevant wrongdoing.
- Reassure staff that it is safe and acceptable to speak up, and that raising a concern is a professional responsibility which supports the School’s ethos and duty to protect pupils.

The School’s safeguarding responsibilities are paramount. All staff have a duty to act in the best interests of children and to raise concerns where they believe a child may be at risk of harm.

Whistleblowing is distinct from complaints or grievances, which are managed under separate procedures, but it may overlap where safeguarding concerns are involved.

This policy complies with the requirements of the Independent School Standards (ISSRs), Keeping Children Safe in Education (KCSIE 2026), and relevant employment and safeguarding legislation. It is underpinned by the Public Interest Disclosure Act 1998 (PIDA).

This policy applies to employees, agency workers, contractors, volunteers, governors, consultants and trainees.

2. Responsibilities

Everyone at St Edmund's has a responsibility to uphold our culture of safety and transparency. Speaking up when something feels wrong protects pupils, staff, and the integrity of the School community.

The Governing Body of St Edmund's School Canterbury aims to be a good employer and is committed to high standards of probity and good practice in employer/staff relations. St Edmund's seeks to ensure that there is a culture of safety and of raising concerns, including about poor or unsafe practice and potential failures in the school's safeguarding regime. There will be transparency and accountability in relation to how concerns are received and handled.

This policy is designed to describe simple procedures which value staff and encourage reflective practice, and to reassure everyone in the school that their concerns will be taken seriously.

The Head has overall responsibility for the procedures and for ensuring that:

- the appropriate procedures are in place
- they are implemented
- any concerns and any action taken are reported to the governing body
- all staff are aware of their rights and duties under the Act through regular training and support

Rights

Any St Edmund's staff member is entitled, without any fear of reprisal, to disclose any action which they reasonably consider:

- potentially or actually unlawful
- involves a miscarriage of justice
- compromises an individual's health and safety
- might cause environmental damage
- contravenes any DfE or school policy
- might be considered improper
- falls below the normal standards of conduct in the school.

This right is guaranteed by the governing body, so long as the individual has acted in good faith.

Duties

The member of staff must:

- reasonably believe the disclosure is in the public interest and tends to show relevant wrongdoing when making such a disclosure
- not commit a criminal offence in so doing
- maintain confidentiality wherever possible. However, nothing in this policy prevents protected disclosures being made to prescribed persons or regulators in accordance with whistleblowing legislation.
- not expect any personal gain from making the revelation
- must reasonably believe that the disclosure is “in the public interest”

3. Definition of Whistleblowing

This definition is derived from Government “Whistleblowing: Guidance for Employers and Code of Practice” (March 2015)

Whistleblowing is the term used when a staff member passes on information concerning Wrongdoing in the workplace.

To be covered by whistleblowing law, a staff member who makes a disclosure must reasonably believe two things. The first is that they are acting in the public interest. This means in particular that personal grievances and complaints are not usually covered by whistleblowing law.

The second thing that a staff member must reasonably believe is that the disclosure tends to show past, present or likely future wrongdoing falling into one or more of the following categories:

A staff member is protected by law if they report any of the following:

- a criminal offence, for example fraud
- someone’s health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the School is breaking the law, for example does not have the right insurance
- you believe someone is covering up wrongdoing

Whistleblowing law is located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998). The latter protects staffs from any victimisation by employers if they reveal any wrong-doing in the workplace, and fear that they might be victimised in so doing. It provides the right for a staff to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they have ‘blown the whistle’.

4. Complaints Procedures

Members of staff should consider whether the school’s grievance or complaints procedure should be followed in the first instance. Any disclosure of a lack of probity during these procedures is protected by whistleblowing legislation and the Governing Body’s guarantee.

The Complaints Policy can be found here:

<https://www.stedmunds.org.uk/about-us/policies-inspection-reports/>

Confidential Reporting

In addition, any member of staff who has a reasonable concern about the probity of any action taken in the school can also choose to follow the confidential reporting route. If, however, the information would lead to a criminal investigation, confidentiality cannot be guaranteed.

The confidential reporting route is as follows:

In the first instance, the member of staff should take the matter up in confidence with the Head (Head of the Junior School, Head of Pre-Prep or Bursar as appropriate), or, if the concern is about any action taken by the Head, with the Chair of Governors, via the Clerk to the Governing Body (the Bursar).

The Head (Head of the Junior School, Head of Pre-Prep or Bursar), or Chair of Governors, must attempt to resolve the matter with the member of staff within a reasonable time and, in any case, must report progress to the member of staff, under normal circumstances, within ten days of the making of the complaint.

If the member of staff is not satisfied with the Head's (Head of the Junior School's, Head of Pre-Prep's or Bursar's) or Chair's response to the complaint, or the time being taken to resolve it, the member of staff may take the matter up formally and promptly with the Chair of Governors. The Chair may give the member of staff the opportunity to approach the Vice-Chair in the first instance if the Chair is already involved. The Chair (Vice-Chair) will appoint two Governors plus one external person to consider the formal complaint, and to attempt a resolution, including, where necessary and appropriate, making provision for mediation and dispute resolution, within ten working days, under normal circumstances, of receiving the complaint. This concludes the School's internal process and does not affect an individual's statutory rights.

Any concern relating to the safety or welfare of a child must be raised immediately with the DSL (or in their absence a Deputy DSL). This takes priority over whistleblowing procedures, though staff retain the right to escalate safeguarding concerns if they feel these have not been properly addressed.

Malicious Accusations

False, malicious, vexatious or frivolous accusations will be dealt with under the school's Disciplinary Procedure.

Victimisation

At all times the Governing Body guarantees that the member of staff will be protected from any reprisals or victimisation. Raising a concern will never affect employment, training, promotion, or references.

Staff can make disclosures anonymously. Anonymous disclosure will be considered wherever possible, although investigation may be more difficult.

5. External Contacts

Where a staff member feels unable to raise an issue with the school, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- general guidance on whistleblowing can be found via: *Advice on Whistleblowing*: <https://www.gov.uk/whistleblowing>
- the NSPCC's "What you can do to report abuse" dedicated helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled by their school or college: <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>
- Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk.
- Teaching Unions provide advisory services for staff considering such action: <https://neu.org.uk/advice/your-rights-work/safeguarding/whistleblowing>

Where staff feel unable to raise concerns internally, or where they remain dissatisfied, they may contact prescribed persons under the Public Interest Disclosure Act 1998. These include the Independent Schools Inspectorate (ISI), Ofsted, the Department for Education (DfE), and the Local Authority Designated Officer (LADO).

6. Data Protection

Personal information will be processed lawfully in accordance with UK GDPR. Records will be kept securely and information will only be shared when necessary.

7. Record Keeping

The school will maintain confidential records of disclosures, investigations, outcomes and lessons learned.

8. Further Guidance

The school has made reference to the non-statutory DfE advice '*Working together to safeguard children*' (2026) in creating this policy and also to '*Keeping Children Safe in Education*' (KCSIE) (September 2026).

Both can be found here:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
[Keeping children safe in education - GOV.UK](#)

9. Monitoring and Review

The Head will report all complaints of this nature to the next governing body meeting, without revealing the name of the complainant or any unnecessary details. The Head will report on the nature of any complaint, the action taken, and the resolution of it.

The governing body will review the working of the procedures annually.

V1 February 2018
V2 September 2018
V3 September 2019
V4 September 2020
V5 September 2021
V6 September 2022
V7 September 2023
V8 September 2024
V9 September 2025
V10 September 2026

Review Date: September 2027
EOC