

Greenhill School



Whistleblowing Policy 2014-2015

1. INTRODUCTION

- 1.1. Workers are often the first to realise that there may be something significantly wrong within the Council, and under the Employees' Code of Conduct are required to report such matters. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- 1.2. The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect workers, and others that we deal with, who have serious concerns about any aspect of the Council's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.
- 1.3. This policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This Policy is intended to encourage and enable workers to raise serious concerns within the Council rather than overlooking a problem or blowing the whistle outside.
- 1.4. This policy has been discussed with the relevant trade unions and professional organisations and has their support.

2. AIMS AND SCOPE OF THIS POLICY

2.1 This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues for you to raise those concerns and receive feedback on any action taken;
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

2.2 The Whistleblowing Policy is intended to cover major concerns such as:

- conduct which is an offence or a breach of law;
- disclosures related to miscarriages of justice;
- health and safety risks, including risks to the public, service users, as well as other employees;
- damage to the environment;
- the inappropriate or unauthorised use of public funds or other resources;
- possible fraud and corruption;
- abuse of clients; or
- other unethical conduct.

Who can Raise a Concern under this Policy?

2.3 The Policy applies to all:

- employees of Cardiff County Council; employees of contractors working for the Council, for example, agency staff, builders and drivers;
- employees of suppliers;
- those providing services under a contract or other agreement with the Council in their own premises, for example, care homes;
- voluntary workers working with the Council.

This Policy does Not apply in the Following Circumstances

2.4 Grievances

If you are an employee, there are existing procedures in place to enable you to lodge a grievance relating to your own employment. You should always use the *Grievance Procedure* before this Whistleblowing Policy.

2.5 Elected Members Conduct

Concerns relating to the conduct of elected Members should be raised in accordance with the *Members' Code of Conduct*.

2.6 Complaints

This policy does not replace the corporate *Complaints Procedure* which is concerned with addressing complaints about Council services.

2.7 Other Services

If you have any concerns about a service provided by another organisation on behalf of the Council you should contact the service provider in the first instance. In cases where the Council contracts with a private organisation it may be appropriate to notify the relevant Service Area of the Council. In some cases it may also be necessary to inform the appropriate regulatory organisation.

Concerns raised under the Whistleblowing Policy may lead to other Council policies being instigated, in cases such as:

2.8 Disciplinary matters

If a matter raised results in disciplinary action, the Council's *Disciplinary Policy and Procedure* will apply.

2.9 Fraud or Corruption

Where there is suspicion of any fraud, corruption or financial impropriety, your concerns will be investigated in accordance with the *Anti-Fraud and Anti-Corruption Strategy*.

3. SAFEGUARDS AGAINST HARASSMENT OR VICTIMISATION

3.1 The Council is committed to good practice and high standards and wants to be supportive of employees and others covered by this policy.

Your legal rights

3.2 The Public Interest Disclosure Act 1998 provides legal protection, in certain circumstances, to workers making disclosures in good faith about malpractice. The Act makes it unlawful for the Council to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

3.3 The Council recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.

3.4 The Council will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action, including disciplinary action if necessary, to protect you when you raise a concern in good faith.

Support to you

3.5 Throughout this process:

- you will be given full support from Senior Management;
- your concerns will be taken seriously; and
- the Council will do all it can to help you throughout the investigation e.g. provide advocacy services, interpreters etc.

3.6 If appropriate, the Council will consider temporarily re-deploying you for the period of the investigation.

3.7 For those who are not Council employees, the Council will endeavour to provide appropriate advice and support wherever possible.

3.8 Any investigation into allegations of potential malpractice will not influence or be influenced by other procedures such as investigations and hearings under the disciplinary, sickness, capability, redundancy or any other dismissal procedures that already affect you or may affect you in the future.

4. CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. However, you should appreciate that the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence. At the appropriate time you may need to come forward as a witness.

5. ANONYMOUS ALLEGATIONS

5.1 This Policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council. It should be remembered that wherever possible confidentiality will be preserved.

5.2 In exercising this discretion the factors to be taken into account would include:

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

6. UNTRUE ALLEGATIONS

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

7. HOW TO RAISE A CONCERN

7.1 As a first step, you should normally raise concerns with your immediate manager or their superior. In some cases it may be more appropriate to raise concerns with someone more senior or directly with one of the internal contacts listed at the end of this

document. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that your management is involved, you should approach the Chief Executive, the Chief Financial Services Officer, the Monitoring Officer or the Audit & Risk Manager. If any information raises concerns about harm or potential harm to either children or vulnerable adults, then these concerns should be reported immediately to the Child Protection Officer or the Protection of Vulnerable Adults Development Officer as the case may be, or out of hours to the Emergency Duty Team.

7.2 Concerns may be raised verbally or in writing. If you wish to make a written report, you are invited to use the following format:

- the background and history of the concern (giving relevant dates); and
- the reason why you are particularly concerned about the situation.

7.3 If your concern is raised verbally, a written note will be taken in line with the format above.

7.4 The earlier you express the concern the easier it is to take action.

7.5 Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

7.6 Advice or guidance on how to pursue matters of concern may be obtained from your line manager or the people named in the Internal Contact List at the end of this document.

7.7 You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or have the same concerns.

7.8 You may invite your trade union representative or a work colleague to be present during any meetings or interviews in connection with the concerns you have raised.

8. HOW THE COUNCIL WILL RESPOND

8.1 The person to whom you report your concerns under this policy must, in turn, report them to the Monitoring Officer within five working days.

8.2 The Council will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

8.3 Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process;
- be referred to the police;
- be referred to the Wales Audit Office;
- form the subject of an independent inquiry..

8.4 In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Council will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, child protection, vulnerable adults, discrimination or harassment issues) will normally be referred for consideration under those procedures.

8.5 Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

8.6 Within ten working days of a concern being raised, the Monitoring Officer will write to you:

- acknowledging that the concern has been received

- indicating how the Council proposes to deal with the matter
- giving an estimate of how long it will take to provide a final response
- telling you whether any initial enquiries have been made
- supplying you with information on support available to you, and
- telling you whether further investigations will take place and if not, why not.

8.7 The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Council will seek further information from you.

8.8 Where any meeting is arranged, off-site if you so wish, you can be accompanied by a union representative or a work colleague.

8.9 The Council will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Council will arrange for you to receive advice about the procedure.

8.10 The Council accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation but you must keep that information confidential.

9. THE RESPONSIBLE OFFICER

The Monitoring Officer has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Council.

10. HOW THE MATTER CAN BE TAKEN FURTHER

10.1 This policy is intended to provide you with an avenue within the Council to raise concerns. The Council hopes you will be satisfied with any action taken. If you are not, and if you feel it is right to take the matter outside the Council, further possible contact points are given in the External Contact List at the end of this booklet.

10.2 If you do take the matter outside the Council, you should ensure that you do not disclose information which should properly remain confidential. You will need to confirm this with the person or organisation you decide to contact.



Safeguarding

At Greenhill, safeguarding our pupils is of paramount importance.

If you are a supply teacher or from an external agency, please have your CRB and evidence of identity ready to show before coming into the school.

Likewise, if you are a visitor from the Local Authority or Estyn, please have identity ready for inspection (we will only need identification for LA visitors as we already have confirmation of CRB clearance).

If you are a contractor, please have evidence of your name and company you work for. We do not allow contractors to work unsupervised at Greenhill.

The premises are covered by CCTV for safety and security.

Thank you for your understanding and help with this.

INTERNAL CONTACT LIST

Advice or guidance about how to pursue matters of concern may be obtained from any of the people named below:

Chief Executive	Jon House	029 2087 2401
Chief Officer, Legal and Democratic Services and Monitoring Officer	Melanie Clay	029 2087 2421
Corporate Chief Officer and Section 151 Officer	Christine Salter	029 2087 2300
Audit and Risk Manager	Derek King	029 2087 2248
Standards & Ethics Committee Chair (Independent)	Akmal Hanuk	Contactable via Committee Services 029 2087 2567

Any Chief Officer or any local trade union official.

Concerns about harm or potential harm to either children or vulnerable adults should be reported immediately to:

Child Protection Co-ordinator	029 2077 4600
Protection of Vulnerable Adults Co-ordinator	029 2053 6236
Emergency Duty Team (out of hours)	029 2078 8570

EXTERNAL CONTACT LIST

If you have used the appropriate internal procedures and are not satisfied with any action taken in relation to your concerns and if you feel it is right to take the matter outside the Council, further possible contact points are given below. It is stressed that the list below is not exhaustive and you are free to contact any organisation which you feel will be able to deal properly with your concerns.

Audit Commission Whistleblowers' Hotline	0845 052 2646
Public Services Ombudsman for Wales	0845 601 0987
Wales Audit Office	029 2032 0500
South Wales Police	101
Professional bodies (examples): The Chartered Institute of Public Finance and Accountancy (Wales)	02920523470

Regulatory organisations (examples):

Environment Agency

03708 506 506

Health and Safety Executive

www.hse.gov.uk

Care and Social Services Inspectorate for Wales

0300 062 8757

Your local Citizens Advice Bureau See

Yellow Pages for local numbers

Your trade union

If you are unsure whether or how to use this procedure or want independent advice, you may contact the independent charity Public Concern at Work on 020 7404 6609. Their lawyers can give you free confidential advice at any stage on how to raise a concern about serious malpractice at work.

REVIEW DATE:

SIGNED:

Jayne Cowan – Chair of Governors