



Whistleblowing Policy

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Date of Last Review: 01.09.2025
Date of Next Review: 01.09.2026

1. Introduction

We believe this policy should be a working document that is fit for purpose, represents the school ethos, and enables consistency and quality across the school.

We believe disclosure is the reporting of suspected wrongdoing in the workplace which is regarded as making a disclosure in the public interest. We actively encourage all school personnel and visitors to the school to report any serious concerns they may have about any aspect of the school such as:

- health and safety concerns
- damage to the school environment
- a criminal offence that has taken place or is about to take place.
- disobeying the law
- fraud, bribery, malpractice, or miscarriage of justice
- the conduct of its personnel or others acting on behalf of the school.

We believe all Reigate Grammar School Riyadh personnel have the right to report what they believe is true and is in the public interest.

We understand that those wishing to make a disclosure may do so to the principal, to a legal adviser or to the Board of Governors.

We are committed to the highest possible standards of openness, integrity, and accountability.

2. Elements of the Policy

The schools' policy on whistle blowing is intended to demonstrate that the school:

- 2.1 will not tolerate malpractice.
- 2.2 respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality.
- 2.3 will provide the opportunity to raise concerns outside the normal line management structure where this is appropriate.
- 2.4 will involve the school's disciplinary policy and procedure in the case of false, malicious, vexatious, or frivolous allegations.
- 2.5 Will provide a clear and simple procedure for raising concerns, which is accessible to all members of the staff.

3. Procedure

This procedure is different from the school's adopted procedures regarding grievances. Individuals should not use whistleblowing procedure to raise concerns about their personal employment situation.

3.1 This procedure is to enable members of staff to express a legitimate concern regarding malpractice within the school including any concerns, no matter how remote or apparently unsubstantiated, related to child protection issues.

3.2 Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety, or environment.

4. Confidentiality

Individuals who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concerns in writing wherever possible. If there is evidence of criminal activity, then the Police will in all cases be informed.

5. Role of the Board of Governors

- Has delegated powers and responsibilities to the Head of School to ensure all school personnel and school volunteers are aware of and comply with this policy;
- will provide support for a member of staff who has raised a concern.
- will provide support for a member of staff against whom allegations have been made.
- must keep both parties informed of all progress during any investigation.

- will take no action against a member of staff if, after investigation, their concern has not been confirmed.
- will take appropriate action, including the possibility of disciplinary action, if a concern is raised frivolously, maliciously or for personal gain.
- has responsibility for ensuring this policy and all policies are maintained and updated regularly.
- has responsibility for ensuring all policies are made available to parents.

6. Role of the Head of School and the Senior Leadership Team

The Head of School will:

- ensure all school personnel and volunteers are aware of and comply with this policy.
- encourage all school personnel to raise any concerns they have regarding actual or potential breaches of duty or a failure by the school.
- provide support for a member of staff or student who has raised a concern.
- provide support for a member of staff or student against whom allegations have been made.
- keep both parties informed of all progress during any investigation.
- provide leadership and vision in respect of equality.
- provide guidance, support, and training to all staff.
- monitor the effectiveness of this policy.
- regularly report to the Board of Governors on the success and development of this policy

7. Role of School Staff:

- Have a duty to speak out against and report any:
 - criminal offence that has been committed, is being committed or is about to be committed.
 - person who has failed, is failing or is about to fail compliance with any legal obligation that they are subject to.
 - miscarriage of justice that has occurred, is occurring or is likely to occur.
 - health and safety issue(s) that has endangered, is endangering or is likely to endanger any person.
 - damage to the school environment that has been committed, is being committed or is about to be committed.
- School personnel, who speak out against and report any of the above, will receive support from the Board of Governors. The Board of Governors will also give support to any member of the school personnel against whom allegations have been made.
- School personnel have a duty to the school not to disclose confidential information.

8. The Investigation

All concerns raised will be investigated, and every effort is made to ensure confidentiality for all parties. There will be provision for mediation and dispute resolution where necessary.

Stage 1

- All concerns should be made in person or in writing to the Head of School.
- At any subsequent meeting the person reporting the concern may be accompanied by a colleague.

Stage 2

- Within two working days the Head of School acknowledges the person raising the concern in writing.
- The letter will state the following:
 - how the concern will be dealt with.
 - how long it will take to provide a final response.
 - information on staff support services.

Stage 3

- After initial enquiries have been conducted, a decision will be made if an investigation should take place.
- The investigation will be either:
 - an internal investigation.
 - a referral to the Board of Governors.
 - a referral to parents.

Stage 4

- The employee will be informed in writing of the outcome of the investigation by the Head of School.
- The employee has the right to take their concern to the Board of Governors if he/she is not satisfied that his/her concern is being properly dealt with properly.

Malicious Accusations

False, malicious, vexations or frivolous accusations will be dealt with under the school's disciplinary procedures.

Protection from Reprisal or Victimisation

No member of staff will suffer detriment or be disciplined for raising a genuine and legitimate concern, providing that they do in good faith, following the whistleblowing procedures.

Raising Awareness of this Policy

We will raise awareness of this policy via the school website.