

The Bosco Centre	
Policy:	Whistleblowing Policy
Applies to:	College, Independent School, Nursery & Youth clubs
Reviewed:	October 2018
Next Review:	October 2019

Introduction

The Trustee Body and staff of the Bosco Centre seek to run all aspects of their business and activities with full regard for high standards of conduct and integrity, openness and accountability. In the event that staff members of the College, Nursery or Clubs, together with trustees, parents or the community at large, become aware of activities which give cause for concern, the Bosco Centre's Whistleblowing Policy allows these concerns to be raised confidentially, providing a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

This policy is to be read alongside Keeping Children Safe in Education 2018

This policy is primarily for concerns where the wellbeing of others or of the organisation itself is at risk.

Aims of the Policy

- To provide avenues for you to raise concerns in confidence and to receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What Types of Concerns are covered?

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. The Whistleblowing policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

- Concern for the safeguarding of a child/young person
- Conduct which is an offence or a breach of law
- Disclosures related to miscarriages of justice
- Financial malpractice
- Health and safety of an individual has been, is being or is likely to be endangered.
- Damage to the environment
- Other unethical conduct

Any serious concerns that you have about any aspect of service provision or the conduct of senior managers or staff, or of anyone acting on behalf of the Bosco Centre, can be reported under the Whistleblowing Policy. This may be about something that;

- is against the Centre's ethos or policies
- amounts to improper conduct

This policy does not replace the Centre's complaints procedure

Safeguards

Harassment or Victimisation

The Bosco Centre is committed to good practice and high standards and wants to be supportive of employees.

The Bosco Centre also 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.

The Bosco Centre will not tolerate any harassment or victimisation (including informal pressures) of anyone raising a genuine concern and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time however, you may need to come forward as a witness.

Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter or to protect your position or to give you feedback.

Anonymous allegations

This policy encourages you to put your name to your allegation whenever possible. Whilst we consider anonymous reports, it will not be possible to apply all aspects of this policy for concerns raised anonymously.

Untrue Allegations

If you make an allegation in true 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.

How to Raise a Concern

Stage 1

- If you have a concern about malpractice, raise it first with your manager, orally or in writing
- The earlier you express the concern the easier it is to take action
- 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.

Stage 2

- If you feel unable for whatever reason to raise the matter with your manager, under stage 1, please raise the matter with the Centre's Principal, or the Chairperson of the Trustee Body

Stage 3

If stage 1 and /or 2 have been followed and you still have concerns or if you feel that you cannot raise it with your Manager/Principal, because it concerns them, please write to the:

Skills Funding Agency

Cheylesmore House

Quinton Road

Coventry

CV1 2WT

Telephone: 0345 377 5000

Email: info@sfa.bis.gov.uk

Education Funding Agency

Helpline: 0370 000 2288

YPSouthern.EFA@education.gsi.gov.uk

How the Bosco Centre will respond:

The Bosco Centre will respond to your concerns. Where appropriate, the matters raised may:

- Be investigated by management, internal audit or through the disciplinary process
- Be referred to the internal/external auditor
- Be referred to the police
- Form the subject of an independent inquiry.

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.

Concerns or allegations which fall within the scope of specific procedures (e.g. child protection) will normally be referred for consideration under those procedures.

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.

Within ten working days of a concern being raised, the responsible person will write to you:

- Acknowledging that the concern has been received
- Indicating how we propose to deal with the matter (internal inquiry or a more formal investigation)
- Giving an estimate of how long it will take to provide a final response
- Telling you whether any initial enquiries have been made
- Supplying information on how you can be supported
- Telling you whether further investigations will take place and if not, why not.
- Providing you with details of the person handling the matter and how you can contact her/him.

The investigations will be conducted on a strictly confidential basis and the subject of the complaint will not be informed unless and until it becomes necessary.

The Bosco Centre accepts that you need to be assured that the matter has been properly addressed, and subject to legal constraints, we will inform you of the outcome of any investigation.

How the matter can be taken further

This policy is intended to provide you with an avenue within the Bosco Centre to raise concerns. The Bosco Centre hopes that you will be satisfied with any action taken. If you are not, or you want independent advice at any stage, you may contact:

- Public Concern at Work (Tel: 020 7404 6609), a registered charity whose services are free and strictly confidential.
- The external auditor
- The police

If you do take the matter outside the Bosco Centre, you should ensure that you do not disclose confidential information.

The Whistleblowing Policy is designed to sit alongside the Bosco Centre's Grievance and Complaints Procedure

Ofsted

In the event that staff members, parents/carers, students and volunteers of Bosco Centre, Nursery become aware of activities which give cause for concern, you may wish to get in contact with Ofsted. If you wish to get in contact with Ofsted the details are:

Ofsted National Business Unit
Royal Exchange Building
St Anne's Square
Manchester M27LA
Helpline: 0300 123 4666
Website: www.ofsted.gov.uk/parents
For journalists, pressenquiries@ofsted.gov.uk

0300 123 3155 is the number for our whistleblowers hotline currently being piloted. However before you call please read the whistleblowers page.

0300 123 4666 if you want to make a complaint or have a concern about any services Ofsted inspects or regulates (8.00am to 6.00pm)

0300 123 1231 about children's services or any other aspect of our work

18001 prefix for text talk

60085 for text messages. Please note in instances where we are unable to send a full reply by text message- for example, if they will be very long- we will send a text message offering to telephone you to discuss your query

0161 618 8524 for textphone/minicom users

These help lines are available from 8.00am to 8.00pm, Monday to Friday

Children's Social Care

In the event that staff members, parents/carers, students and volunteers of Bosco Centre, Nursery become aware of activities which give cause for concern, you may wish to get in contact with Children's Social Care. If you wish to get in contact with Children's Social Care the details are:

Southwark Health and Social Care
PO Box 64529,
London,
SE1P 5LX

0207 525 1921: To contact by telephone

0207 525 5000: Out of hours contact number

0207 525 1921: Children's duty social worker

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