



THE NORTON
KNATCHBULL
SCHOOL

Things done well make the best memories
SIR NORTON KNATCHBULL – 1637

Whistleblowing policy & procedure

Policy Owner	Headteacher
Reviewed by	Ben Greene, HT
Equality Impact Assessment	Ben Greene, HT
Approval reserved for	FGB
Approved by FGB	31 st March 2026
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The School is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in accordance with their contractual obligations and the School's policies and procedures from time to time in force.

However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of this policy are:

- To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected;
- To provide staff with guidance as to how to raise those concerns;
- To reassure staff that they should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

This policy does not form part of any employee's contract of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School and the School reserves the right to amend its content at any time. This Policy reflects the School's current practices and applies to all individuals working at all levels of the organisation, including the Headteacher, Heads of Department, members of the Senior Leadership Group, officers, Directors, employees, consultants, contractors, trainees, home-workers, part-time and fixed-term workers, casual and agency staff (collectively referred to as "Staff" in this policy) who are advised to familiarise themselves with its content.

Legislation

The requirement to have clear whistle-blowing procedures in place is set out in the [Academies Trust Handbook](#).

This policy has been written in line with the above document, as well as [government guidance on whistle-blowing](#). We also take into account the [Public Interest Disclosure Act 1998](#).

What is whistleblowing?

Whistleblowing is the disclosure of information that relates to suspected wrongdoing or dangers at work. This may include but is not limited to:

- criminal activity;
- child protection and/or safeguarding concerns;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation or regulatory requirements;
- financial fraud or mismanagement;
- breach of the School's internal policies and procedures including the Code of Conduct;
- conduct likely to damage the School's reputation;
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters.

- Sexual harassment

A whistleblower is a person who raises a genuine concern that he/she believes is in the public interest relating to any of the above. If the member of staff has any genuine concerns related to suspected wrongdoing or danger affecting any of the School's activities (a whistleblowing concern) they should report it under this policy.

This policy should not be used for complaints relating to Staff's own personal circumstances, such as the way they have been treated at work. In those cases they should use the Grievance Policy and Procedure or Anti-harassment and Bullying Policy as appropriate.

If Staff are uncertain whether something is within the scope of this policy, they should seek advice from the Headteacher.

Raising a whistleblowing concern

The School expects that in most cases, staff will be able to raise any concerns with their Line Manager and/or Head of Department speaking to them in person or putting the matter in writing if preferred. They may be able to agree a way of resolving the concern quickly and effectively. In some cases, they may refer the matter to the Board of Governors.

However, where the matter is more serious, or the Line Manager/Head of Department has not addressed the concern, or the member of staff would prefer not to raise it with them for any reason, then they should contact the Headteacher, Ben Greene, bgreene@nks.kent.sch.uk.

When the concern is regarding the Headteacher, staff should raise it with the Chair of Governors Jane Burnett, jburnett@nks.kent.sch.uk

The School will arrange a meeting with the member of staff as soon as possible to discuss their concern. Staff may bring a colleague or trade union representative to any meetings under this policy, who must respect the confidentiality of the disclosure and any subsequent investigation.

The School will take down a written summary of the concern raised and provide the member of the staff with a copy as soon as practicable after the meeting. The School will also aim to give the member of staff an indication of how it proposes to deal with the matter and will endeavour to provide you with feedback within 14 days of your initial disclosure

Confidentiality

The School hopes that Staff will feel able to voice whistle blowing concerns openly under this policy. However, if a member of staff wants to raise his or her concern confidentially, the School will endeavour to keep his or her identity secret as far as it is possible to do so, when following this policy and procedure. If it is necessary for anyone investigating that member of staff's concern to know their identity, the School will discuss this with the member of staff first.

The School does not encourage Staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if the School cannot obtain further information. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity should be revealed, should come forward to one of the contacts listed above and appropriate measures can then be explored to preserve confidentiality.

If a member of staff is in any doubt they can seek advice from Protect, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are:

Helpline: 020 3117 2520 (* option 1)

Email: Protect Advice line: whistle@protect-advice.org.uk

Website: <https://protect-advice.org.uk/>

Investigation and outcome

Once a member of staff has raised a concern, the School will carry out an initial assessment to determine the scope of any investigation. The School will inform the member of staff of the outcome of its assessment. The member of staff raising the concern may be required to attend additional meetings in order to provide further information.

In some cases, the School may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable the School to minimise the risk of future wrongdoing.

The School will aim to keep the member of staff informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent the School from giving specific details of the investigation or any disciplinary action taken as a result. The member of staff is required to treat any information about the investigation as strictly confidential.

If the School concludes that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower will be subject to disciplinary action under the School's Disciplinary Policy and Procedure.

If you are not satisfied

Whilst the School cannot always guarantee the outcome a particular member of staff is seeking, the School will try to deal with the concern fairly and in an appropriate way. If a member of staff is not happy with the way in which his or her concern has been handled, they can raise it with one of the other key contacts outlined above.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, staff should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for staff to report their concerns to an external body such as a regulator. It will be very rarely, if ever, appropriate to alert the media. We strongly encourage a member of staff to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

A list of prescribed people and bodies can be found via this Gov.uk link: [Whistleblowing: list of prescribed people and bodies](#)

Whistleblowing concerns usually relate to the conduct of School staff, but they may sometimes relate to the actions of a third party, such as a service provider. In some circumstances, the law will protect you if you raise the matter with the third party. However, staff are encouraged to report such concerns internally first. Staff should contact one of the other individuals set out above for guidance.

Protection and support for whistleblowers

It is understandable that whistleblowers are sometimes worried about possible repercussions. The School aims to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.

Staff must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a member of staff believes that they have suffered any such treatment, they should inform the Headteacher immediately. If the matter is not remedied, the member of staff should raise it formally using the School's Grievance Policy and Procedure.

Staff must not threaten or retaliate against whistleblowers in any way. Anyone involved in such conduct will be subject to disciplinary action.

Any confidentiality clauses contained in settlement agreements will not be effective in a whistleblowing situation.

All Staff are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Headteacher in the first instance.

NKS Equality Impact Assessment

The purpose of an Equality Impact Assessment (EIA) is to ensure that policies, functions, plans or decisions do not create unnecessary barriers for people protected under the Equality Act 2010. Where negative impacts are identified these should be eliminated or minimised, and opportunities for positive impact should be maximised.

THIS POLICY WILL AFFECT

All staff (including part-time, temporary, agency, and contracted workers)

EIA completed by: Ben Greene

Contributors to EIA: None

Date completed: 25th March 2025

IMPACT ANALYSIS

GROUP	Impact			WHY WILL THE POLICY HAVE THIS EFFECT?
	Positive	Neutral	Negative	
Sex	x			The policy applies equally to all staff and promotes fair treatment and protection regardless of sex
Race	x			The whistleblowing process supports concerns about discrimination and allows concerns about racial injustice to be raised safely
Religion or belief	x			The policy protects individuals' rights to report concerns relating to unfair treatment based on religion or belief
Sexual orientation	x			The process encourages reporting of discrimination or misconduct without fear, including on the basis of sexual orientation
Gender reassignment	x			The policy creates a route to raise concerns about transphobic behaviour or breaches of equality
Pregnancy or maternity	x			Allows staff to report any discriminatory treatment or unsafe practice relating to pregnancy or maternity
Age	x			Staff of all ages are treated equitably; policy ensures concerns from or about age-related bias can be addressed

Disability	x			Supports staff with disabilities through confidential reporting; enables issues like accessibility or adjustments to be raised without fear
Marriage or civil partnership	x			Provides a fair route to raise any issues of discrimination or unequal treatment in relation to marital status
Staff with English as an additional language	x			Policy is written clearly and support can be sought if clarification is needed; inclusive and accessible
Staff who are carers of looked-after children	x			Policy ensures protection for staff in caring roles by enabling them to raise concerns around indirect discrimination or safeguarding
Staff with separated parenting responsibilities	x			Allows concerns to be raised about workplace treatment or unfairness linked to family circumstances

INTERSECTIONAL IMPACT

The policy should have a positive impact across any or all protected characteristics, due to the safe, confidential, and equitable processes it establishes for raising concerns.

OUTCOMES

CONSULTATION AND STAKEHOLDER ENGAGEMENT

The policy does not require consultation.

FINAL DECISION ON POLICY

No changes to the policy are required as a result of the EIA.