

CAPA

C O L L E G E



**CAPA College
Whistle Blowing Policy**

Approved by Governors: 31st January 2020
Date for Review: January 2022

WHISTLEBLOWING:

INDEPENDENT REPORTING OF CONCERNS AT WORK

Introduction

Our employees will often be the first to notice if there is something seriously wrong within their workplace. Sometimes it may seem difficult to speak up because of feelings of disloyalty, or because of a fear of harassment or victimisation.

- We expect the highest standards of behaviour and all employees have a responsibility to voice any concerns they have, normally with their manager or Principal. This Whistleblowing Policy is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report your genuine concerns. It allows employees to bring to the attention of those who can make a difference any practice which they believe or suspect: Is unlawful.
- Is a serious breach of Enhance Academy Trust or CAPA College policies, procedures and rules (for example, the Contract Procedure rules).
- Falls substantially below established standards of practice. Amounts to improper conduct.

It is difficult to come up with a complete list of issues which might cause concern, but you should report fraud, corruption or financial irregularities; the physical, mental or sexual abuse of staff/students/clients; unfair discrimination; abuse of power; dangerous practices; criminal conduct; serious damage to the environment; negligence; unprofessional behaviour and evasion of statutory responsibilities.

The malpractice might be carried out by Trust/College employees, contractors, consultants, or councillors.

This procedure is not to be used if you are generally dissatisfied at work or as a replacement to your existing employment rights with the College.

HOW TO RAISE A CONCERN

a) Through your manager

Normally you should first speak to your immediate manager. But if you feel that you can't do this – for example if you believe that they are involved – then you should speak to your Principal. You may find it helpful at this stage to contact your trade union representative.

b) Through the Whistleblowing route

If you do not feel able to contact any of these people you should call the Chair of Governors or the Director of Enhance Academy Trust.

You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details – it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answerphone and e-mail will be treated in confidence.

HOW YOUR CONCERN WILL BE DEALT WITH

All allegations will be investigated: how and by whom depends on how serious they are and who they involve. The investigation may be handled internally, or referred to an external agency such as the police or Audit Commission.

If you raise your concerns under this policy then we will write to you within 10 working days saying:

- I. What we intend to do
- II. How long we think this will take
- III. Whether any more information is required from you

We will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

The Trustees of Enhance Academy Trust will receive an annual report summarising all concerns raised under this policy.

RAISING YOUR CONCERNS ELSEWHERE

This Whistleblowing Policy has been drawn up so that you can have your concerns dealt with properly, independently and confidentially by Enhance Academy Trust. But if you have no faith in this process, then you may consider contacting:

- The police – phone 0845 6060606
- Public Concern at Work – an independent authority on whistleblowing at <http://www.pcow.co.uk> or phone 020 7404 6609
- The DfE

Enhance Academy Trust employees have a responsibility not to undertake any action which might bring the Trust into disrepute. If you do decide to report your concerns outside the Enhance Academy Trust, you must ensure that you have a good reason for doing so and you must not disclose confidential information.

CAPA College is proud to be a part of Enhance Academy Trust.