

# The Canterbury Academy

A school for all the talents



Name of policy	Whistle – blowing Policy
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Additional notes	
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# Whistle-Blowing Policy

## Introduction

The staff and governors of The Canterbury Academy seek to run all aspects of Academy business and activity with full regard for high standards of conduct and integrity. In the event that members of The Academy staff, parents, Directors or The Academy' community at large become aware of activities which give cause for concern, The Canterbury Academy has established the following whistle-blowing policy, or code of practice, which acts as a framework to allow concerns to be raised confidentially. This policy is intended to provide a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Throughout this policy, the term whistle-blower denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense and is entirely consistent with the terminology used by Lord Nolan as recommended in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies published in May 1996.

The Canterbury Academy is committed to tackling fraud and other forms of malpractice and treats these issues seriously. The Academy recognises that some concerns may be extremely sensitive and have therefore developed a system that allows for the confidential raising of concerns within The Academy environment but also has recourse to an external party outside the management structure of The Canterbury Academy.

The Canterbury Academy is committed to creating a climate of trust and openness so that a person who has genuine cause or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance that would be dealt with under The Canterbury Academy grievance procedures.

### **When might the Whistle-Blowing Policy apply?**

The type of activity or behaviour that The Canterbury Academy considers should be dealt with under this policy includes:

- Manipulation of accounting records and finances.
- Inappropriate use of Academy assets or funds.
- Decision-making for personal gain.
- Any criminal activity.
- Abuse of position.
- Fraud and deceit.
- Serious breaches of Academy procedures that may advantage a particular party (for example tampering with tender documentation, failure to register a personal interest.).
- Inappropriate relationships between staff and students.
- Attempts to impose extremists views or practices on others

- Other.

### **What Action Should the Whistle-Blower Take?**

The Canterbury Academy encourages the whistle-blower to raise the matter internally in the first instance to allow those Academy staff and directors in positions of responsibility and authority to right the wrong and give an explanation for the behaviour or activity.

**The Canterbury Academy has designated a number of individuals to specifically deal with matters and the whistle blower is invited to decide which of these individuals would be the most appropriate person to deal with the matter. Should the matter of concern be about the Principal or a member of the leadership team you may feel more comfortable contacting the Vice Chair of the Board of Directors for him / her to investigate.**

#### **Name and Position:**

#### **Contact details:**

Phil Karnavas, Executive Principal of the Trust

The Canterbury Academy

Dom Etheridge, HR Manager

The Canterbury Academy

Debbie Wells, Vice Chair of the Board of Directors

c/o The Clerk based at The  
Canterbury High School  
Tel: 01227 463971

The whistle-blower may prefer to raise the matter in person, by telephone or in written form marked 'private and confidential' and addressed to one of the above named individuals. All matters will be treated in strict confidence and anonymity will be respected wherever possible. The senior leadership team/Board of Directors will take steps to protect a whistle blower from any adverse reaction or reprisal.

Alternatively if the whistle-blower considers the matter too serious or sensitive to raise within the internal environment of The Academy, the matter should be directed in the first instance to Department for Education. DFE Castle View House, East Lane, Runcorn, Cheshire. WA7 2GJ

In addition information and advice can be obtained from the charity "Public Concern at Work." This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Its literature states that matters are handled in strict confidence and without obligation. Contact details for the Charity are as follows:

Public Concern at Work  
3<sup>rd</sup> Floor  
Bank Chambers  
6 – 10 Borough High Street  
London  
SE1 9QQ

Telephone (general enquiries and helpline): 020 7404 6609  
Fax: 020 7403 8823  
Email: UK enquiries: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)  
UK helpline: [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)  
UK services: [services@pcaw.co.uk](mailto:services@pcaw.co.uk)

Other contacts you may find useful are ACAS (Advisory, conciliation and arbitration service), Citizens Advice Bureau, Jobcentreplus, Business link.gov.uk

### **How will the Matter be progressed?**

The individual(s) in receipt of the information or allegation (the investigating officer/s) will carry out a preliminary investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. The initial assessment may identify the need to involve third parties for further information, advice or assistance, for example involvement of other members of The Academy staff, legal or personnel advisors, the police and the Department for Education.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Board of Directors, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral such as the police.

The whistle-blower will be informed of the results of the investigation and the action taken to address the matter. Depending on the nature of the concern or allegation, and whether or not it has been substantiated, the matter will be reported to the Board of Directors.

### **Respecting Confidentiality**

Wherever possible, The Canterbury Academy seeks to respect the confidentiality and anonymity of the whistle-blower and will as far as possible protect him/her from reprisals. The Canterbury Academy will not tolerate any attempt to victimise the whistle-blower or attempts to prevent concerns being raised and will consider any necessary disciplinary action or corrective action appropriate to the circumstances.

### **Raising Unfounded Malicious Concerns**

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious, unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some form of penalty appropriate to the circumstances.

### **Conclusion**

The existing good practice within The Canterbury Academy in terms of its systems of internal financial and non-financial controls and the external regulatory environment, in which The Academy operates, ensure that cases of suspected fraud or improprieties rarely occur.

This whistle-blowing policy is provided as a reference document to establish a framework within which issues can be raised confidentially internally and if necessary outside the management structure of The Academy.

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**Note: Referrals to pupils/students/child within the policy covers all young people within our care this may on occasions include students from other schools and in the community**

This document is a public commitment that concerns are taken seriously and will be actioned.

**LINKS TO OTHER POLICIES:**

Charging Policy; Data Protection Act; Grievance Policy; Child Protection  
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