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# **WHISTLE BLOWING POLICY**

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### POLICY

*This Policy will detail the procedures to be followed where an alleged matter of serious concern perpetrated by a member of staff or student has been observed and reported. This is known as "whistleblowing".*

It is the policy at Skills Max Academy to encourage the reporting to management of all matters of serious concern involving members of staff, and for students to feel that they can do so freely and without fear of reprisals or intimidation. Matters of serious concern will include, but may not be limited to, the following:

- ❑ Professional malpractice.
- ❑ Abuse of a student.
- ❑ Criminal activities (theft / embezzlement / assault, etc)

Persons reporting such incidents can include the following:

- ❑ Fellow staff members (peers).
- ❑ Students.
- ❑ Funding Partners.
- ❑ Professional person acting on behalf of a student or funding partner.

Where an incident of serious concern is alleged, the person making the allegation must report this directly to the Director of Skills Max Academy, **Benjamin Anokye, Tel: 020 3815 5140 Mob: 07310 844 071**. He/She will be assured that appropriate enquiries will be made to establish the nature / reality of the incident, and that such enquiries will be carried out discreetly and in confidence. Wherever possible, the identity of the person reporting the incident will be kept anonymous.

Where preliminary enquiries show that further investigations need to be made, then the Director of Skills Max Academy will inform the staff member against whom the allegations have been made.

### **Where the alleged offence is of a serious nature, the following action will be taken:**

- ❑ The staff member at the centre of the allegation will be suspended immediately on full pay pending the outcome of the investigation. The staff member will be informed of the necessity for this action and will be assured that, at this point, there is no inference of guilt.
- ❑ Report the matter to the Funding Body, ESFA, Ofsted or any relevant body depending on the nature of the issue.
- ❑ A full investigation will be undertaken, interviewing all parties concerned in the allegation. This may include other staff and associated advocates as appropriate.

### **Following completion of the investigation:**

- ❑ If the allegations are justified the staff member concerned will be subject to the Disciplinary Procedure through to summary dismissal, as appropriate. Criminal charges may be brought by the Police or other parties, depending upon the circumstances.
- ❑ If the allegations are not proven, the staff member will be restored to full duties.
- ❑ Where the allegation is not proven but has proven to be a malicious action on the part of the accusing party, then the accuser will be subject to appropriate disciplinary action per the Disciplinary Procedure. This may involve discretionary re-deployment of the accuser's duties, or summary dismissal, as deemed appropriate.