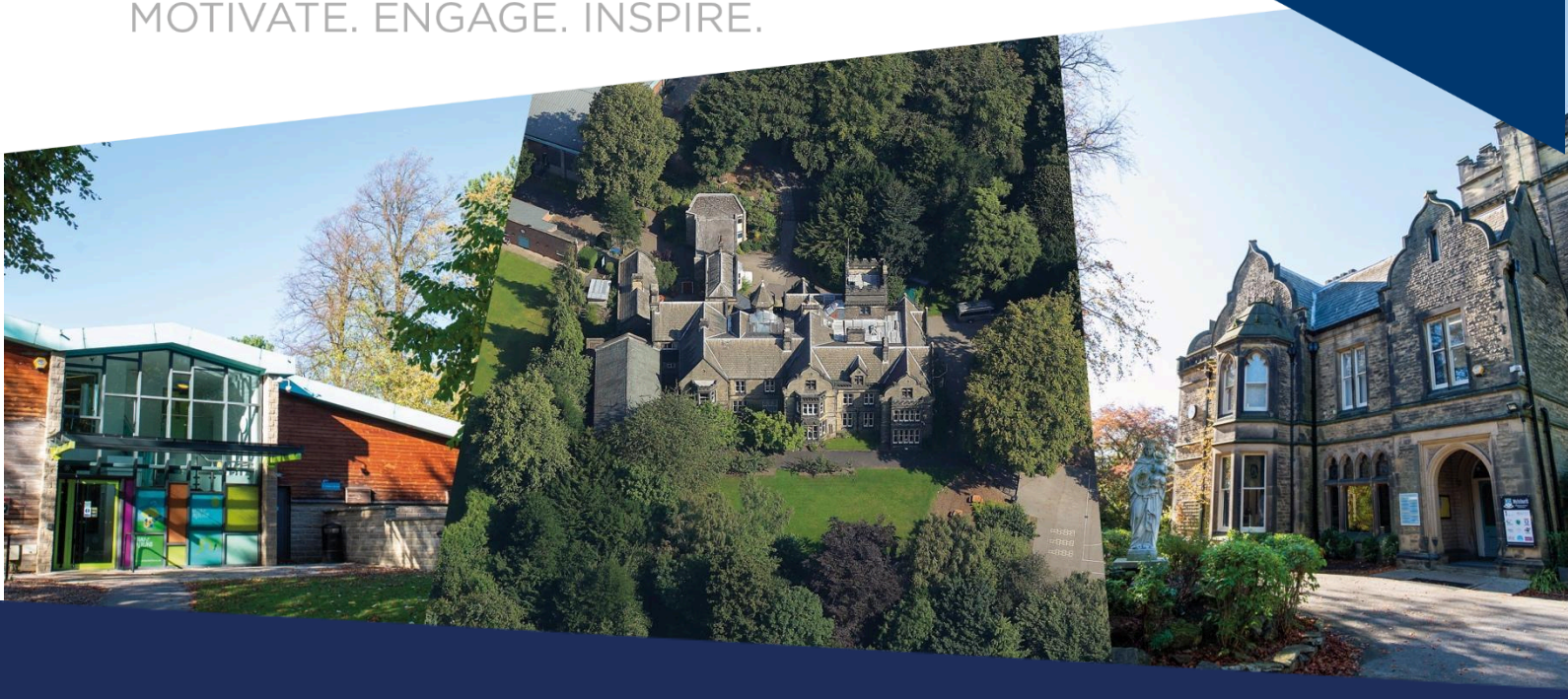
Mylnhurst
Preparatory School and Nursery

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Policy Document

Mylnhurst School & EYFS

Whistleblowing Policy

Publication Date: September 2026

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Mylnhurst
Preparatory School and Nursery

Mylnhurst
Campus Group

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Mylnhurst Preparatory School and Nursery

Mylnhurst Campus Group

Whistleblowing Policy

1. Introduction

1.1 Mylnhurst Preparatory & Nursery is committed to the principles and practices of openness, probity and accountability. In line with this commitment the school encourages all staff with serious concerns about any aspect of the school's work to come forward and raise their concerns without fear of being disloyal or suffering harassment or victimisation. The earlier the concern is raised the easier it is to take action and deal with the matter.

1.2 In accordance with Lord Nolan's Second Report of the Committee on Standards in Public Life, the school's whistleblowing policy:

- Will not tolerate malpractice
- Respects the confidentiality of staff raising concerns and will maintain confidentiality so far as is consistent with progressing the issues effectively
- Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate
- Will invoke the school's disciplinary policy in the case of false, malicious, vexatious or frivolous allegations
- Will provide a clear and simple procedure for raising concerns which is accessible to all members of staff

2. Definition of whistleblowing

2.1 Whistleblowing is the disclosure of information which relates to suspected unlawful conduct, malpractice, wrongdoing or dangers at work. Malpractice is not easily defined and may include but is not limited to:

- Criminal offences (including fraud, bribery, corruption and dishonesty)
- Failure to comply with any legal obligations to which the school is subject
- Miscarriage of justice
- Danger to health and safety
- Damage to the environment
- Acting contrary to the staff code of conduct
- Negligence
- Conduct likely to damage the reputation of the school
- An attempt to cover up any of the above

2.2 A whistleblower is a person who raises a genuine concern in the public interest relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a whistleblowing concern) you should report it under this policy.

3. Confidentiality

3.1 Staff should put their names to any allegation wherever possible otherwise proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible and have been made in the public interest. Anonymous concerns will however be investigated as far as possible.

3.2 Staff who raise a concern under this policy are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without discussing this with you first.

3.3 Whistleblowers who are concerned about possible reprisals, be it victimisation, discrimination or disadvantage if their identity is revealed should come forward to the Headteacher, Chair or any member of the Senior Leadership Team (SLT); appropriate measures can then be taken to preserve confidentiality.

3.4 If you are in any doubt you can seek advice from Public Concern at Work (http://www.pcaw.org.uk/), the independent whistleblowing charity, who offer a confidential helpline or the NSPCC whistleblowing helpline 0800 028 0285 or Email: help@nspcc.org.uk .

4. Scope

4.1 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
- Provide staff with guidance as to how to raise those concerns
- Reassure staff that they should be able to raise genuine concerns in the public interest without fear of victimisation, subsequent discrimination or disadvantage, even if they turn out to be mistaken

4.2 This policy applies to all individuals working at all levels of the school, governors, employees, consultants/self-employed, contractors, trainees, part-time and fixed-term workers, volunteers, casual and agency staff (collectively referred to as staff in this policy).

5. Responsibilities

5.1 The Board of Directors have overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

5.2 The Headteacher has day-to-day operational responsibility for this policy and must ensure that all managers and other staff who may deal with concerns or investigations under this policy receive appropriate training.

5.3 All staff are responsible for ensuring that they use this policy to disclose any suspected danger or wrongdoing.

6. General principles

6.1 Using this policy will ensure your concerns are addressed in relation to issues relating to the protection of children and young people

6.2 This policy is not intended to cover concerns that can be progressed under Human Resources policies and procedures. The school has a complaints procedure for dealing with employment related grievances

6.3 The school makes it clear that no staff will be subject to victimisation or other detriment by reporting concerns which they believe to be true

6.4 Any issue reported will be taken seriously and investigated

6.5 Concerns raised will be treated in a confidential manner and feedback will be given on any action taken, where appropriate

6.6 Anyone raising a concern will need to demonstrate that there are reasonable grounds for the concern and will be expected to co-operate with any investigation that takes place

6.7 Staff, as identified in this policy, who may be involved in dealing with concerns or investigations under this policy will receive appropriate training

7. Raising a concern

7.1 As soon as there is a reasonable belief that one of the serious concerns covered by this policy may be happening, you should raise this immediately with a member of the SLT. The SLT may be able to agree on a way of resolving the concern quickly and effectively. The member of the SLT manager may deem it more appropriate to refer the matter to the Headteacher or the Chair of Directors.

7.2 However, where the matter is more serious, or you feel that SLT has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact one of the following:

- Headteacher – Ms Kirsty Holland
- Chair of Directors – Dr Alex Rawlings

7.3 A meeting will be arranged with you as soon as possible to discuss your concern and investigate these as appropriate. In support, you may bring a work colleague or union representative to any meetings under this policy. The person accompanying you must respect the confidentiality of your disclosure and any subsequent investigation.

7.4 A written summary of your concern will be made at the meeting and you will be provided with a copy following the meeting. An indication of how it is proposed to deal with the matter will also be provided.

7.5 You may be required to attend additional meetings in order to provide further information. In some cases an investigator or team of investigators may be appointed, 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.

7.6 The person you raised your concern with will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent them giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

7.7 If it is concluded that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower will be subject to disciplinary action. Whilst the school cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way.

8. Protection and support

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

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

8.3 Covering up someone else's wrongdoing is a disciplinary offence. You should never agree to remain silent about wrongdoing, even if told to do so by a person in authority such as a Manager. You should report the matter to the designated persons/management in this policy.

8.4 Staff who are concerned about the behaviour of a colleague towards a student are undoubtedly placed in a very difficult situation. Staff may also be concerned that a report they have made is not being referred on to the Local Safeguarding Children's Board. Again, you should never remain silent in matters relating to safeguarding of children and young people. You should report the matter to the Designated Safeguarding Leads (DSLs) as laid out in the school's Safeguarding Policy.

9. External disclosures

9.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and resolving any wrongdoing within the school. However, the law recognises that in some circumstances it may be appropriate for staff to report concerns to an external body such as a regulator.

9.2 The school strongly encourages staff to seek appropriate legal advice before reporting a concern to anyone external. The independent whistleblowing charity (Public Concern at Work http://www.pcaw.org.uk/) also have a list of prescribed regulators for reporting certain types of concern or the NSPCC Whistleblowing helpline: 0800 028 0285 or: Email help@nspcc.org.uk

10. Review

This policy will be reviewed biannually.