



SMS Changing Lives

## Whistleblowing Policy

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<b>File Location</b>	Compliance File & School Website / Policies
<b>Details of dissemination of Policy/ Guidance (to who, date, method)</b>	Staff at relevant meetings and through Line Management and Staff Appraisal. Referred to regularly in line with SEND training School Website

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### 1. Introduction

Employees may, in properly carrying out their duties, have access to, or come into contact with, information of a confidential nature. Their terms and conditions provide that except in the proper performance of their duties, employees are forbidden from disclosing, or making use of in any form whatsoever, such confidential information.

However, the law allows employees to make a 'protected disclosure' of certain information. In order to be 'protected', a disclosure must relate to a specific subject matter (clause 2) and the disclosure must also be made in an appropriate way (clause 3). Whistleblowing protection is confined to a disclosure which, in the reasonable belief of the employee making the disclosure, is made in the public interest.

SMS Coaching ("the Company") is committed to compliance with the Bribery Act 2010. The Company actively encourages a culture of honesty and openness and therefore all employees are required to bring up to their manager or other designated person any issue that, in the employee's opinion, might constitute bribery or corruption.

### 2. Specific Subject Matter

If, in the course of employment, an employee becomes aware of information which they reasonably believe tends to show one or more of the following, they must use the Company's disclosure procedure as set out below:

1. That a criminal offence has been committed, is being committed or is likely to be committed.
2. That a person has failed, is failing or is likely to fail to comply with any legal obligation to which he is subject.
3. That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
4. That the health or safety of any individual has been, is being, or is likely to be, endangered.
5. That the environment, has been, is being, or is likely to be, damaged.
6. That information tending to show any of the above, is being, or is likely to be, deliberately concealed.
7. That the business or any associated person has been, is being, or is likely to be receiving or offering bribes.
8. That any foreign official has been, is being, or is likely to be bribed or offered facilitation payment by the company or any associated person.



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### **Disclosure Procedure**

1. Information which an employee reasonably believes tends to show one or more of the above should promptly be disclosed to the Headteacher so that any appropriate action can be taken.
2. If it is inappropriate to make such a disclosure to the Headteacher, the employee should speak to the proprietor.
3. Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.
4. However, failure to follow this procedure may result in the disclosure of information losing its 'protected status.'
5. For further guidance in relation to this matter or concerning the use of the disclosure procedure generally, employees should speak in confidence to the Headteacher.

### **3. Examples of Whistleblowing**

The wrongdoing you disclose must be in the public interest. This means it must affect others, for example the general public.

Common examples of whistleblowing that we hear about on our Advice Line include:

- an employer breaking the law or breaching contract
- financial wrongdoing such as fraud
- the health and safety of, staff or the general public being put at risk
- ethical concerns such as the conduct of staff or conflicts of interest

### **Complaints that do not count as whistleblowing**

Personal grievances (for example bullying, harassment, discrimination) are not covered by whistleblowing law, unless your particular case is in the public interest.

Report these under your employer/ Line manager.