



**Extend Learning**  
Academies Network

# Whistleblowing Policy (Safeguarding)

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Written by:	ELAN executive team	
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## Document Control

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### Version Control

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1.0	16/1/2018		Board approved
2.0	02/04/2020	Paul Cox	Updated against statutory guidance
2.1	18/12/2019	Sarah Edwards	Updated safeguarding contact details
3.0	12/02/2020	Paul Cox	Checked against statutory guidance. No updates required.
4.0	Sept'20	Paul Cox / Sarah Edwards	Updated safeguarding contact details, changed DOFA to LADO, Reference to KCSIE 2020
5.0	Sept'21	Paul Cox / Sarah Edwards	Updated against statutory guidance and North Somerset model policy. Updated safeguarding contact details.
6.0	July'22	Paul Cox/Safeguarding Network/Sarah Edwards	Annual review against statutory guidance. Updated contact details. Updated details for Charity Protect (formally Public concern at work)
6.1	Sept'22	Sarah Edwards	Update to contact details.
7.0	July 2023	Safeguarding Network	Annual review
7.1	March 2024	Sarah Edwards	Update to contact details page 7/8

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# **Whistleblowing Policy (Safeguarding)**

## **1. Preamble**

Throughout this policy, the term ‘whistleblower’ 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 Nolan Committee used the term “whistleblowing” to mean the confidential raising of problems or concerns within an organisation by a member of staff. This refers to matters of impropriety e.g. a breach of law, school procedures or ethics. Whistleblowing does not relate to the raising of a grievance within the School or Trust, these matters should be dealt with through the Trust’s grievance procedures.

## **2. Introduction**

The Members, Trustees, Governors and Staff of Extend Learning Academies Network seek to run all aspects of the Trusts activities with full regard for high standards of conduct and integrity. If Members, Trustees, Governors, Staff, Parents/Carers or the school community at large become aware of activities which give cause for concern, the Trust have established the following Whistleblowing Policy, or Code of Practice, which acts as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion.

Extend Learning Academies Network is committed to tackling malpractice and treats these issues seriously. Extend Learning Academies Network recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the Trust environment but also has recourse to an external party outside the management structure of the Trust.

All schools within the Trust ensure safeguarding training is up to date and all staff, volunteers and governors that work within the school have up to date knowledge of safeguarding issues, understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity.

Extend Learning Academies Network is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

## **3. When might the Whistleblowing Policy apply?**

The type of activity or behaviour which the Trust considers should be dealt with under this policy includes: -

- safeguarding breaches
- any criminal activity
- dangerous practices
- abuse of position
- sexual or physical abuse of pupils or others
- Other unethical conduct including that referenced under Prohibitions, directions, sanctions and restrictions in Keeping Children Safe in Education
- Or where there may be a transferrable risk to children.

#### 4. What action should the whistleblower take?

Extend Learning Academies Network encourages the whistleblower to **raise the matter internally in the first instance with the individual school's Headteacher and/or Chair of Governors** or other designated person named by the school so that the matter can be investigated.

**If the concern relates to the Headteacher and/or the Chair of Governors** the matter should be raised with the Chief Executive Officer of Extend Learning Academies Network  
[adam.matthews@extendlearning.org](mailto:adam.matthews@extendlearning.org)

**If the concern relates to the Chief Executive Officer of Extend Learning Academies Network** the matter should be raised with the Chair of the Board of Trustees via email  
[chair@extendlearning.org](mailto:chair@extendlearning.org)

The whistleblower may request a private and confidential meeting with one of the designated persons recorded above. The whistleblower may be accompanied by a representative of their choice if they so wish (e.g. Union representative or friend). All matters will be treated in strict confidence and anonymity will be respected wherever possible.

Alternatively, if the whistleblower considers the matter too serious or sensitive to raise within the internal environment of the Trust, the matter should be directed in the first instance to the **North Somerset Local Area Designated Officer**:

**LADO Duty contact details**  
**Local Area Designated Officer (LADO)**

0779509262  
[lado@n-somerset.gov.uk](mailto:lado@n-somerset.gov.uk)

All matters deemed as safeguarding related will be referred to the North Somerset Local Authority who has its own procedures for dealing with such matters and will ensure every effort to respect the confidentiality of the whistleblower. North Somerset Local Authority will ensure relevant officers are informed, as appropriate, and will advise the Board of Trustees of the appropriate steps to take.

Information and advice can also be obtained from the charity [Protect](#). This charity offers free legal advice in certain circumstances to people concerned about serious malpractice at work. Their literature states that matters are handled in strict confidence and without obligation. Contact details for the charity are as follows: -

##### **Protect**

##### **Telephone**

Whistleblowing Advice Line: 020 3117 2520

##### **Email**

Complete an [advice request form](#)

##### **Address**

The Green House  
244-254 Cambridge Heath Road  
London E2 9DA

#### 5. 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 or should be resolved internally. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance. For example, involvement of other members of school staff, legal or personnel advisors, the police, the Department for Education, the Education Funding Agency or the Regional Schools Commissioner.

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

The whistleblower will be informed of the results of the investigation and any 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 full Board of Trustees and where appropriate other agencies, authorities, regulatory bodies or government departments such as: North Somerset Local Authority; the Department of Education; Education Funding Agency or the Regional Schools Commissioner

If the whistleblower is dissatisfied with the conduct of the investigation or resolution of the matter or has genuine concerns that the matter has not been handled appropriately, the concerns should be raised with Chair of the Board of Trustees via email [chair@extendlearning.org](mailto:chair@extendlearning.org)

## **6. Respecting confidentiality**

Wherever possible Extend Learning Academies Network seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect them from reprisals. Extend Learning Academies Network will not tolerate any attempt to harass or victimise the whistleblower or attempt to prevent concerns being raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances to ensure this does not happen.

## **7. Raising unfounded malicious concerns**

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

## **8. Conclusion**

Existing good practice within Extend Learning Academies Network in terms of its systems of safeguarding procedures and the external regulatory environment in which the Trust operates, ensure that cases of suspected impropriety rarely occur. This Whistleblowing 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 Trust. This document is a public commitment that concerns are taken seriously and will be actioned. Any actions arising from allegations/investigation must be in accord with the Trust's disciplinary procedure, which should cover all of the potential areas of concern.

### ELAN School Contacts for Whistleblowing Procedures

School	Headteacher	Chair of Governors	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead/Safeguarding Team	Contact Number
ELAN central team	Mr. Adam Matthews CEO	Mrs. Rosemary Carr	Mr. Adam Matthews CEO	Mrs. Heidi Neal-Millar HR Lead	01934 313390
Banwell Primary School	Mrs. Claire Pocock	Mrs. Margaret Pemberton	Mrs. Claire Pocock	Mr. Paul Davis Mrs. Mo Parker	01934 822498
Bournville Primary School	Mrs. Marie Berry	Mr. Mark Beamish	Mrs. Fiona Bennett	Mrs. Marie Berry Miss. Helen Wright Mrs. Amy Corlett	01934 427130
Locking Primary School	Mrs. Roxanne Simpson	Mrs. Victoria Beamish	Mrs. Roxanne Simpson	Miss. Sharon Ledbury Mrs. Kate Evans Mrs. Abby James Mrs. Michelle Channon Mrs. Rachel Keate	01934 822867
Mead Vale Primary School	Mrs. Jo Jaloszynski	Mr. Mark Beamish	Mrs. Jo Jaloszynski	Mrs. Rebecca Perry Mrs. Julie Bonney Mr. Dan Watkins Mrs. Zoe Brown Mrs. Kelly Combstock	01934 511133
Mendip Green Primary School	Mr. James Oakley	Ms. Tricia Brabham	Mrs. Lorraine Young	Mr. James Oakley Ms. Sarah Handcock Ms. Victoria Walton Mrs. Ashleigh Melhuish Mrs. Kerrie Neate Mrs. Emma Parkins	01934 513791
Milton Park Primary School	Mrs. Katharine Jordan	Mr. John Sutton	Mrs. Andrea Flourentzou Bell	Mrs. Katharine Jordan Mrs. Laina Pettifor Mrs. Julie Backler	01934 624868
Oldmixon Primary School	Mrs. Corinna Sutton	Mr. David Ray	Mrs. Corinna Sutton	Ms. Dawn Palfrey Ms. Karen Hynes Mrs Lindsay Avci	01934 812879

## Raising concerns through the Whistleblowing Policy Procedure Flowchart

Walliscote Primary School	Mrs. Sarah Stacey	Mrs. Caroline Reynolds	Ms. Oriole Harris	Mrs. Sarah Stacey Mr. Dean Hudd	01934 621954
Windwhistle Primary School	Mrs. Heidi Hudd	Mr. John Porter	Mrs. Heidi Hudd	Miss. Nicole Vinton Mrs. Leanne Gregory Mrs. Caroline Madeley	01934 629145

(Information updated March 2023)

## Raising concerns through the Whistleblowing Policy Procedure Flowchart



