



NESSSS

NORTH EAST SURREY
SHORT STAY SCHOOL

WHISLTBLOWING POLICY

NESSSS 003 Whistleblowing Policy V3

Document Control Information

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3	16/09/2022	NE Review, Policy changed to reflect reporting HT protocols
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5		

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Introduction

The staff at the Management Committee at the North East Surrey Short Stay School seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. The school has adopted Surrey County Council's 'Speaking Out' whistleblowing policy, allowing employees, and others that we deal with, who have serious concerns about any aspect of school business to come forward and voice those concerns. This policy has been established to act as a framework to allow concerns to be raised confidentially and provides for a thorough and appropriate investigation to the matter to bring it to a satisfactory conclusion. The policy allows for recourse to an external party outside the management structure of the school.

The provisions of this policy apply to matters of suspected fraud and impropriety and not matters of more general grievance, which would be dealt with under the Grievance Policy.

Throughout this policy, the term whistleblower denotes the person raising the concern or making the complaint.

How to raise a concern?

As a first step the whistleblower should normally raise concerns internally to allow those school staff and Management Committee in positions of responsibility and authority the opportunity to right the wrong and give an explanation for the behaviour or activity.

The school has designated a number of individuals to specifically deal with such matters and the whistleblower is invited to decide which of those individuals would be the most appropriate person to deal with the matter.

Position	Contact details
Headteacher	n.elliott@nessss.surrey.sch.uk
Chair of Management Committee	s.price@tudorparkeducation.org

Should a safeguarding concern be raised about a member of staff. Concerns should be raised with the Headteacher. Should the concern be regarding the Headteacher, then these concerns should be raised with the Chair of the Management Committee. Where the Chair or the Head is unavailable, then concerns can further be raised with the Local Authority Designates Officer (LADO) whose details can be found here:

- [Dealing with Allegations against People Working with Children - Surrey Safeguarding Children Partnership \(surreyscp.org.uk\)](http://surreyscp.org.uk)

While concerns will usually be raised internally, the council recognises that staff may feel unable to do this, and that they may wish to contact an independent, external organisation, such as Navex Global, in order to report something. Navex Global is an external and independent organisation which specialises in providing a confidential hotline service for whistleblowing and can be contacted any time, night or day, in complete confidence with any relevant concerns. The call will not be traced or monitored. Freephone: 0800 069 8180.

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 to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, the police, the DfE, and Surrey County Council.

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer(s), possibly in conjunction with the Management Committee, 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 whistleblower 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 Management Committee and Surrey County Council.

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 the investigating officer(s), the Management Committee and/or directed to the Surrey County Council.

Respecting confidentiality

Wherever possible the North East Surrey Short Stay School seeks to respect the confidentiality and anonymity of the person raising the concern and will as far as possible, protect him/her from reprisals. The school will not tolerate any attempt to victimise the whistleblower or attempts to prevent concerns being raised and will consider any necessary disciplinary 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 other form of penalty appropriate to the circumstances.

Conclusion

Existing good practice within the North East Surrey Short Stay School in terms of its systems of internal control both financial and non-financial and the external regulatory environment in which the school operates ensure that cases of suspected fraud or 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 school. This document is a public commitment that concerns are taken seriously and will be actioned.