

## **Organisational Whistle Blowing Policy to Safeguard and Promote the Welfare of Children**

### **Policy Statement**

All counties and schools worked within expect **all staff and employees including adults working with children and young people, temporary staff, volunteers, students, contractors or external partner agencies**, to express any concerns that they may have with regards to the conduct of any individual(s). The term ‘staff’ will hereafter include all of the wider workforce, as stated above.

In line with the expectations of all boards and schools, Midlands Music Services Ltd is committed to the highest standards of openness, integrity and accountability. All persons working for, or with this organisation, must feel safe and supported in order to express their concerns.

This policy document is intended to encourage and enable our staff to raise their concerns and to do so without fear of victimisation or discrimination. It does not replace the Complaints Procedure or the Safeguarding Policy or the organisation’s standard procedures for reporting allegations or concerns about staff or volunteers. It is supplementary to the organisation’s Whistle Blowing Policy in regards to other forms of malpractice covered under the ‘Public Interest Disclosure Act’.

The Public interest Disclosure Act (PIDA) protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing. The concern may relate to something that is happening or has happened in the past. The PIDA covers all workers, including temporary agency staff. It does not cover the self-employed or volunteers. The act also provides protection should individuals have difficulty gaining a reference from an employer because they have raised a concern. It makes it clear that any clause in a contract that purports to gag an individual from raising a concern that would be protected under the Act is void.

### **Aims**

This policy aims to:

- Encourage adults working for or within the organisation to feel confident in raising concerns;
- Provide a process by which concerns can be raised and dealt with;
- Receive feedback on the process (where appropriate); and
- Provide a means by which staff can receive support where concerns have been raised.

## **What does the safeguarding whistle blowing policy cover?**

This policy is designed to cover concerns that staff have about the conduct of individuals in a position of trust within the organisation which could be detrimental to the safety or wellbeing of young people and where staff, for whatever reason, *feel unable* to raise them under the organisations standard child protection procedures around dealing with such allegations. It would include issues about:

- Unprofessional behaviour
- Bullying by staff
- Any form of abuse (physical, sexual, emotional or neglect)
- Name calling
- Personal contact with children and young people which is contrary to the organisations policies and codes of conduct
- Any form of racial abuse
- Inappropriate sexualised behaviour
- Knowledge about and individuals personal circumstances which may indicate they could be at risk to children or unsuitable to work with children

Please be mindful that these are examples of concerns, and are not exhaustive.

## **Safeguarding against harassment or victimisation**

Midlands Music Services Ltd is committed to professional standards and to supporting staff. It is recognised that the decision to report a concern is a difficult one to make. Harassment or victimisation will not be tolerated and Midlands Music Services Ltd will take appropriate action in order to protect the person raising the concern when they are acting in good faith.

## **Confidentiality**

All concerns will be treated in confidence, however, there may be a need for the whistle blower to give evidence e.g. if they have witnessed a crime or in regard to disciplinary procedures if this is the outcome.

## **Anonymous allegations**

This policy encourages staff to raise concerns to be identified in doing so as part of their professional role/responsibility. However, anonymous allegations will be investigated as thoroughly as possible.

## **False allegations**

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

## **How to raise a concern**

Staff should normally raise their concerns with a designated manager under the organisations standard procedures for dealing with allegations about a person in a position of trust. This is Cathy Lester, Zone Director and Director of Domestic Contracts. If the Designated person is the subject of concern the matter should be referred to a more senior member of management or, if this is not possible, the whistle blowing policy can be implemented. Under standard procedures, if there are concerns that an adult working with children may have abused a child, or be unsuitable to work with children and young people, concerns will be passed to the police for further investigation.

In certain circumstances, staff may feel they are unable to follow the organisation's standard procedures e.g. because they feel their position in the organisation would be in jeopardy, they would be subject to intimidation, or that the person of concern is the designated manager to whom they should report such matters and there is no one senior to refer to. They should then follow the Whistle Blowing Policy by contacting a nominated person. The policy may also be used in circumstances when the matter has been raised under appropriate organisation procedures for referring child protection concerns, but the referrer considers that the manager has not taken the concerns seriously or acted appropriately with relation to them. In such circumstances, referrers are encouraged to contact the named responsible person for 'whistle blowing' for the organisation or the police directly for discussion and advice. The police under these circumstances can be contact on 101 or 0800 555 111.

When following the Whistle Blowing Policy, concerns may be shared verbally, but should also be recorded in writing (Safeguarding Whistle Blowing Report Form)

Staff may wish to have a representative to be present during any subsequent interviews.

## **How midlands Music Services Ltd will respond:**

*Any concerns regarding child protection will be referred to external agencies for investigation. (Children's Services or police)*

If the concern is not of this nature there will be:

- Investigation by management
- Disciplinary process if appropriate
- Consideration of policies, processes and procedures of such issues arise from the investigation.

Within 10 working days of a concern being raised the referrer will receive a written response from the responsible person which will:

- Acknowledge that the concern has been received;
- Supply information on relevant support mechanisms
- Advise whether further investigations will take place; or
- Advise that no further action has taken place and why.

## **Who to contact**

Cathy Lester – Zone Director

If it is felt that it would be unsafe for any reason to share concerns with the named person from your organisation the following appropriate contacts with whom to discuss your concerns:

- Advice and referral team (Staffordshire) – 01782235100
- Education Safeguarding officer (Staffordshire) – 01782235897
- Police – 101

## **Other support**

Recognised trade unions or professional associations can provide support and assistance or independent, external advice this can be obtained from the charity Public Concern at Work.

Regulatory bodies such as Ofsted also have ‘Whistle Blowing’ hotlines. Ofsted’s whistle blowing hotline is 0300 123 3155.

The website address is [www.whistleblowing@ofsted.gov.uk](mailto:www.whistleblowing@ofsted.gov.uk)

## **Public Concern at Work**

Helpline: 020 7404 6609

Email: [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)

Policy adopted on October 31, 2014: \_\_\_\_\_

Date of Review: \_\_\_\_\_

Signed: \_\_\_\_\_ Designation: \_\_\_\_\_