



## Financial Confidential Reporting Policy (also known as Finance Whistle Blowing)

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### Introduction

Holywell Church of England Academy is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees and others that we deal with who have serious concerns about any aspect of the Academy's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

Employees are often the first to realise that there may be something seriously wrong within the Academy. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Public Interest Disclosure Act 1998 encourages individuals to raise concerns about malpractice in the workplace and this policy document makes it clear that employees can raise serious concerns without fear of victimisation, subsequent discrimination or disadvantage and is intended to encourage and enable employees to raise those concerns within the Academy, rather than overlooking a problem or 'blowing the whistle' outside.

The Policy applies to all employees and those contractors working for the Academy on Academy premises, for example, agency staff, builders, and drivers. It also covers suppliers and those providing services under a contract with the Academy.

These procedures are in addition to the Academy's complaint procedures and other statutory reporting procedures applying to some service areas. Service managers are responsible for making service users aware of the existence of these procedures if and when necessary.



## **Aims and Scope of this Policy**

This policy aims to: -

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. The Confidential Reporting Policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct which is an offence or a breach of law
- disclosures related to miscarriages of justice
- health and safety risks, including risks to the public as well as other employees
- damages to the environment
- the unauthorised use of public funds
- possible fraud and corruption
- sexual or physical abuse of clients, or
- other unethical conduct.

Thus any serious concerns that you have about any aspect of service provision or the conduct of officers or members of the Academy or others acting on behalf of the Academy can be reported under the Confidential Reporting Policy. This may be about something that:

- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Academy subscribe to; or
- is against the Academy's Standing Orders and policies; or
- falls below established standards of practice; or
- amounts to improper conduct.

This policy does not replace the complaint procedure.

## **Safeguards**

### **Harassment or Victimisation**

The Academy is committed to good practice and high standards and wants to be supportive of employees.

The Academy recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.

The Academy will not tolerate any harassment or victimisation (including informal pressure) and will take appropriate action to protect you when you raise a concern in good faith.



- Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

## **Confidentiality**

- All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, i.e. if and when the matter goes to an investigatory stage and a disciplinary hearing however, you may need to come forward as a witness.

## **Anonymous Allegations**

- This policy encourages you to put your name to your allegation whenever possible.
- Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Academy.
- In exercising this discretion, the factors to be taken into account would include:
  - the seriousness of the issues raised
  - the credibility of the concern; and
  - the likelihood of confirming the allegation from attributable sources.

## **Untrue Allegations**

- If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation maliciously or for personal gain, disciplinary action may be taken against you. (The Academy will manage such situations using its agreed Disciplinary Procedure.)

## **How to raise a concern**

- As a first step, you should normally raise concerns with your immediate manager or their superior. This depends however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the Chair of Governors of the Academy.
- Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format:
  - the background and history of the concern (giving relevant dates)
  - the reason why you are particularly concerned about the situation.
- All concerns received will be registered immediately with the Headteacher.
- The earlier you express the concern the easier it is to take action.
- Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.
- Advice and guidance on how matters of concern may be pursued can be obtained from:
  - Chair of Governors



- Headteacher
- School Business Manager
- Finance Director

You may wish to consider discussing your concern with a colleague or your trade union representative first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns. *However, once you have raised a concern under the Confidential Reporting Policy you should be mindful that any further discussions with other parties may impede the maintenance of confidentiality.*

- You may invite your trade union or friend to be present during any meetings or interviews in connection with the concerns you have raised.

## How the Academy will respond

The Academy will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
  - be referred to the police
  - be referred to the external auditor
  - form the subject of an independent inquiry.
- In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle, which the Academy will have in mind, is the public interest. Concerns or allegations, which fall within the scope of specific procedures (for example, child protection or discrimination issues), will normally be referred for consideration under those procedures.
  - Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.
  - Within ten working days of a concern being raised, the Headteacher or Chair of Governors will write to you:
    - acknowledging that the concern has been received
    - indicating how they propose to deal with the matter
    - giving an estimate of how long it will take to provide a final response
    - telling you whether any initial enquiries have been made
    - supply you with information on staff support mechanisms, and
    - telling you whether further investigations will take place and if not, why not.
  - The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, the Academy will seek further information from you.
  - Where any meeting is arranged, off-site if you so wish, a union or professional association representative or a friend can accompany you.



- The Academy will take steps to minimise any difficulties, which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings the Academy will arrange for you to receive advice about the procedure.
- The Academy accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcomes of any investigation.
- The Headteacher or Chair of Governors has overall responsibility for the maintenance and operation of this policy. That officer maintains a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality) and will report as necessary to the Academy Business Committee and appropriate next steps – or other group as created by the Chair of Governors if a complaint includes a member of the Academy Business Committee.

## **How the matter can be taken further**

This policy is intended to provide you with an avenue within the Academy to raise concerns. The Academy hopes you will be satisfied with any action taken. If you are not, and if you feel it is right to take the matter outside the Academy, possible contact points are set out in the *paragraph below*.

Before taking matters outside the Academy you may wish to take independent advice and the charity Protect (formerly Public Concern at Work, telephone 020 3117 2520) offers such facilities to employees.

## **The following are possible external contact points:**

- the Academy's external auditor, currently Duncan and Toplis
  - your trade union/professional association representative
  - your local Citizens Advice Bureau
  - relevant professional bodies or regulatory organisations
  - a relevant voluntary organisation
  - EFA (Education Funding Agency)
  - the police
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- If you do take the matter outside the Academy, you should ensure that you do not disclose confidential information.