

# **East Midlands Academy Trust**

## **Whistleblowing Policy 2023-24**

**'Every child deserves to be the best they can be'**

East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829  
Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy,  
Prince William School and Northampton International Academy are all business names of the East Midlands Academy Trust.

| Scope: East Midlands Academy Trust & Academies within the Trust       |   |
|---|---|
| <b>Version:</b><br>V4 – October 2023                                  | <b>Filename:</b><br>EMAT Grievance Policy   |
| <b>Approval:</b> November 2023  | <b>Next Review:</b> October 2024<br>This Policy will be reviewed by the Trust Board (FHRE committee) annually |
| <b>Owner:</b><br>East Midlands Academy Trust Board of Trustees and HR |   |

| Policy type: |                                   |
|--------------|-----------------------------------|
| Statutory    | Replaces Academy's current policy |

| Revision Date   | Revisor  | Description of Revision  |
|-----------------|----------|--|
| October 2023    | A Holton | Added formatting for general document structure<br>Contact details for Head of Governance changed.<br>Contact details for HR changed   |
| February 2023   | JP       | Review of policy. Contact details for Head of Governance changed.  |
| April 2022 – V2 | MJ       | Review of policy – NO CHANGES  |
| Feb 2021– V1    | MJ       | New EMAT Whistleblowing Policy issued and distributed to all schools. <ul style="list-style-type: none"> <li>Inclusion of Protect arrangements</li> <li>Inclusion of Everyone's invited statement</li> </ul> |

## EMAT Whistleblowing Policy 2023-2024



The Everyone's Invited campaign has rightly served to focus our minds on the need to continue to work together to protect children.

We, at EMAT, believe that schools play a crucial role in teaching pupils about sex and relationships, equality and diversity and modern citizenship as well as preparing them for the modern world. This is enacted through each school's culture, its curriculum, and all policies. We aim to give all pupils and staff a voice to enable them to act in a protective manner towards themselves and others. This includes developing a robust whistleblowing culture as well as fostering a culture of integrity and mutual respect.

We recognise that we have the responsibility of tackling sexual violence and harassment, instilling values in our stakeholders and encourage all to be driven by their strong moral compass. Like so much of education, our work must complement that undertaken by parents and carers so that young people receive a consistent message, and they can go about their lives free from harassment and abuse.

All of our schools will continue to engage with their stakeholders, listen to their concerns and signpost necessary support and provision within and beyond its schools. We ask that anyone who has experienced such behaviour, or who is suffering because of it, to report it to an appropriate adult either in the school or within the EMAT team so they can be supported, and steps can be taken to address the issue.

A dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated **NSPCC helpline number is 0800 136 663** or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Staff members can also seek support from **Employee's Assist on 08000 305 182**.

## **Whistleblowing Policy**

### **1. Introduction**

All of us at one time or another has a concern about what is happening at work. Usually these are easily resolved. However, when the concern feels serious because it is about a possible fraud, danger or malpractice that might affect others or the organisation itself, it can be difficult to know what to do.

You may be worried about raising such a concern and may think it best to keep it to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

### **2. Purpose**

The Board of Trustees and Chief Executive of East Midlands Academy Trust are committed to running the organisation in the best way possible and to do so we need your help. We have introduced this policy to reassure you that it is safe and acceptable to speak up and to enable you to raise any concern you may have at an early stage and in the right way. Rather than wait for proof, we would prefer you to raise the matter as soon as you have a concern.

### **3. Scope**

If something is troubling you which you think we should know about or look into, please use this policy. If, however, you wish to make a complaint about your employment or how you have been treated, please use the grievance policy or bullying / harassment policy - which you can get from your manager, HR department or EMAT website. [If you have a concern about financial misconduct or fraud, please see the Anti-Fraud Section in the Financial Handbook for Academies which can be downloaded from the EMAT website.] This Whistleblowing Policy is primarily for concerns where the public interest is at risk, which includes a risk to the wider public, customers, staff or the organisation itself.

### **4. Responsibilities**

This policy applies to all those who work for us, whether full-time or part-time, employed through an agency or as a volunteer. If you have a whistleblowing concern, please let us know.

## **If in doubt - raise it!**

### **5. Our assurances to you**

#### **Your safety**

The Board of Trustees and Chief Executive are committed to this policy. Provided you are raising a genuine concern, it does not matter if you are mistaken. Of course, we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of reprisal as a result. We will not tolerate the harassment or victimisation of anyone raising a genuine concern and we consider it a disciplinary matter to victimise anyone who has raised a genuine concern.

#### **Your confidence**

With these assurances, we hope you will raise your concern openly. However, we recognise that there may be circumstances when you would prefer to speak to someone confidentially first. If this is the case, please say so at the outset. If you ask us not to disclose your identity, we will not do so without your consent unless required by

law. You should understand that there may be times when we are unable to resolve a concern without revealing your identity, for example where your personal evidence is essential. In such cases, we will discuss with you whether and how the matter can best proceed.

Please remember that if you do not tell us who you are (and therefore you are raising a concern anonymously) it will be much more difficult for us to look into the matter. We will not be able to protect your position or to give you feedback. Accordingly, you should not assume we can provide the assurances we offer in the same way if you report a concern anonymously.

If you are unsure about raising a concern you can get free and independent advice from **Protect** (*see contact details under Independent Advice*).

## **6. How to raise a concern internally**

Please remember that you do not need to have firm evidence of malpractice before raising a concern. However, we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

### **Step one**

If you have a concern about malpractice, we hope you will feel able to raise it first with your manager or team leader. This may be done verbally or in writing.

### **Step two**

If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with:

**EMAT Head of Governance & Compliance – [governance@emat.uk](mailto:governance@emat.uk)**

**EMAT Head of People & Culture – [hr@emat.uk](mailto:hr@emat.uk)**

These people have been given special responsibility and training in dealing with whistleblowing concerns.

If you want to raise the matter confidentially, please say so at the outset so that appropriate arrangements can be made.

### **Step three**

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact:

**EMAT CEO – Joshua Coleman – [Joshua.coleman@emat.uk](mailto:Joshua.coleman@emat.uk)**

**EMAT Chair of Trustees – Kevin Crompton – [kevin.crompton@external.emat.uk](mailto:kevin.crompton@external.emat.uk)**

## **7. How we will handle the matter**

We will acknowledge receipt of your concern within 5 working days. We will assess it and consider what action may be appropriate. This may involve an informal review, an internal inquiry or a more formal investigation. We

will tell you who will be handling the matter, how you can contact them, and what further assistance we may need from you.

If you ask, we will write to you summarising your concern and setting out how we propose to handle it and provide a timetable for feedback. If we have misunderstood the concern or there is any information missing please let us know.

When you raise the concern, it will be helpful to know how you think the matter might best be resolved. If you have any personal interest in the matter, we do ask that you tell us at the outset. If we think your concern falls more properly within our grievance, bullying and harassment or other relevant procedure, we will let you know.

Whenever possible, we will give you feedback on the outcome of any investigation. Please note, however, that we may not be able to tell you about the precise actions we take where this would infringe a duty of confidence we owe to another person or there may be legal implications

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will strive to handle the matter fairly and properly. By using this policy, you will help us to achieve this.

If at any stage you experience reprisal, harassment or victimisation for raising a genuine concern please contact

**EMAT Head of People & Culture – [hr@emat.uk](mailto:hr@emat.uk)**

## **8. Independent advice**

If you are unsure whether to use this policy or you want confidential advice at any stage, you may contact the independent charity Protect on 020 3117 2520 or by email at [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk). Their Advisers can talk you through your options and help you raise a concern about malpractice at work. You can also contact your union or professional body (where applicable) for advice.

## **9. External contacts**

While we hope this policy gives you the reassurance you need to raise your concern internally with us, we recognise that there may be circumstances where you can properly report a concern to an outside body. In fact, we would rather you raised a matter with the appropriate regulator – such as *Ofsted*, *Ofqual*, *Food Standards Agency* and *Health & Safety* - than not at all. Protect (*or, if applicable, your union*) will be able to advise you on such an option if you wish.

- **Ofsted:** email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) or call 0300 123 1231
- **Ofqual:** email [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk) or call 0300 303 3344
- **Food Standards Agency:** email [helpline@food.gov.uk](mailto:helpline@food.gov.uk) or call 0330 332 7149
- **Health & Safety Executive:** call 0300 790 6787

## **10. Monitoring/oversight**

The Audit & Risk Committee, on behalf of the Trust Board is responsible for this policy and will review it annually. The Governance & Compliance and HR departments will monitor the daily operation of the policy and if you have any comments or questions, please do not hesitate to let one of their team know.

## **11. Data protection**

We will keep a confidential record of your concern in our secure, encrypted and password protected database. This will be held in accordance with relevant data protection legislation

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