

Greater Manchester Education Trust

WHISTLEBLOWING POLICY

V1.0

Approval History

Approved By:	Date of Approval	Version Approved	Comments
Finance and Resources Committee	3 rd October	V1.0	Added named Trustee Carol Culley
JCNC	21 st October	V1.0	Added additional content for ESFA to be contacted in the event of whistleblowing. Change of email address

Revision History

Revision Date	Previous Revision Date	Summary of Changes	Owner/Editor

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1.0 PURPOSE AND SCOPE OF THIS DOCUMENT

- 1.1 This policy outlines the Trust's approach to employee disclosures on "whistleblowing". The Trust is committed to providing a working environment to protect the health, safety and welfare of all its employees. The Trust is committed to the highest possible standards of openness, probity and accountability and will not tolerate malpractice or wrong doing. It is therefore committed to a policy which seeks to protect individuals who make disclosures with regard to any instance of malpractice or wrong doing in the public interest.
- 1.2 This policy has been implemented following consultation with the recognised trade unions. It has been formally adopted by the Finance and Audit Committee and the Trust Board.

2.0 AIMS

- Provide a channel and process for individual members of staff to raise genuine and legitimate concerns about incidents of misconduct or malpractice.
- Give a commitment that misconduct and malpractice is taken extremely seriously.
- Ensure confidentiality, to provide reassurance that employees who raise concerns in good faith can do so without fear of reprisals or victimisation.
- To provide a channel and process for any individual, e.g. governors, directors, parents, consultants, contractors, sub-contractors or members of the public to raise genuine and legitimate concerns about incidents of misconduct or malpractice.
- To provide guidance setting out arrangements and procedures for applying the policy.
- Allow the Academy Headteacher, working alongside the Executive Headteacher, to give guidance where appropriate or to appoint other appropriate agencies to conduct an investigation into those concerns on behalf of the Academy Headteacher/Governors or Trust and to take appropriate action to resolve the situation.

3.0 WHAT IS WHISTLEBLOWING

- 3.1 "Whistleblowing" is the term which has been adopted to describe arrangements which allow persons, usually employees, to express concerns about any types of malpractice which may be occurring in the work place. Officially this is called 'making a disclosure in the public interest.' The overriding concern should be that the employee has a reasonable belief that it would be in the public interest for the malpractice to be corrected and, if appropriate, for sanctions to be applied. Examples of concerns covered by this policy are: -

- ✓ Unlawful or a criminal offence
- ✓ Disclosures related to miscarriage of justice
- ✓ A breach of a legal obligation
- ✓ Danger to health and safety including disregarding health and safety legislation, and risks to the public or other employees
- ✓ Damage to the environment
- ✓ Against financial regulations
- ✓ Improper conduct
- ✓ Inappropriate or unauthorised use of academy's funds

- ✓ Something that is unlawful, including financial or fraudulent malpractice such as embezzlement, bribery, corruption or dishonesty. Sexual or physical abuse of pupils or staff
- ✓ A deliberate attempt cover up of information tending to show any of the above.

Whistleblowing arrangements are in place to enable a culture which encourages employees to express their concerns without fear of intimidation or recrimination, and in the confident knowledge that any reported concerns will be treated seriously and in confidence, and will be fully investigated.

- 3.2 Members of staff are often the first to realise that there may be something seriously wrong within the academy or trust. However, they may feel that expressing their concerns would be disloyal to their colleagues. It may be easier to ignore these concerns than report what may just be a suspicion of malpractice. They may also fear harassment or victimisation.
- 3.3 The Trust therefore, will continue to encourage employees and others with serious concerns of misconduct or malpractice to come forward and voice those concerns. This policy makes it clear that members of staff can do so without fear of reprisals or victimisation.
- 3.4 This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure [or Anti-harassment and Bullying Policy as appropriate].
- 3.5 Whistleblowing arrangements also recognise, however, that it is possible that allegations of wrongdoing may be false or malicious and the arrangements make clear that false allegations will be treated as a serious disciplinary offence.

4.0 CONFIDENTIALITY AND DATA PROTECTION

- 4.1 The Trust will do everything possible to protect an employee's identity when a concern is raised and where the individual does not want their name disclosed. It is important to note that it is easier to follow up and verify complaints, if complainants are prepared to give their names. Additionally, in certain circumstances complete confidentiality may be difficult to maintain, such as if the matter leads to a legal procedure and evidence is required in court, or if another academy procedure (such as a disciplinary procedure) is invoked requiring the whistle-blower to provide a signed statement as part of the evidence, thus revealing their identity.
- 4.2 We do not encourage staff to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from the complainant. Where we receive anonymous complaints, we will make a determination about whether to investigate based on:
 - the seriousness of the issue raised
 - the credibility of the concern; and
 - the likelihood of confirming the allegation from other sources
- 4.3 As part of the application of this policy, the Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of **Data Protection Legislation** (being the UK General Data Protection and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the collecting, holding and sharing of information in relation to our workforce. Records will be kept in accordance with our [Workforce Privacy Notice], our [Retention and Destruction Policy] and in line with the requirements of Data Protection Legislation.

5.0 FALSE AND MALICIOUS ALLEGATIONS

- 5.1 While encouraging staff to bring forward matters of concern, the Trust will guard against claims made to deliberately damage the reputation of other staff at the academy or the academy itself.
- 5.2 If an individual makes false, malicious or vexatious allegations this will be treated as a disciplinary offence and action may be taken under relevant procedures.

6.0 RESPONSIBILITIES

6.1 Staff Responsibilities

It is the responsibility of all members of staff to ensure that their own behaviour is appropriate and does not contribute to an environment in which malpractice or wrong doing is either ignored, condoned or encouraged. All staff should challenge such behaviour if it occurs, or bring it to the attention of a relevant person.

6.2 Headteacher Responsibilities

Headteachers are responsible for:

- communicating the policy to all staff to promote its understanding and accessibility;
- managing staff in a professional and sensitive manner;
- ensuring that the academy environment operates a culture where malpractice and or wrong doing is unacceptable;
- ensuring that the policy is implemented throughout the academy;
- taking all concerns raised seriously, ensuring the necessary action is taken to address the matter promptly, sensitively and as confidentially as possible;
- ensuring that appropriate support is available to complainants during the investigation of their complaint;
- making it clear that malicious and vexatious allegations are serious matters and will not be tolerated;

6.3 The Trust Responsibilities

The Trust Board will:

- have adopted an up-to-date and comprehensive Whistleblowing policy;
- receive reports from the Headteacher on the application of the procedure;
- In accordance with the Academies Trust Handbook section 2.45, the Trust should appoint at least on trustee and one member of staff who other staff can contact to report concerns

- agree that the Chair of the Trust Board /named trustee be the contact for complaints including those made against the Headteacher and the Executive Headteacher;
- agree that the named trustee for the trust be Carol Culley and the member of staff be nominated as HR Director of People Jenny Kennedy
- agree that in the event of a complaint against the Chair, the Vice Chair and Executive Headteacher will be the contact.

7.0 PROCEDURE

7.1 The most appropriate person to contact about a concern will depend on the seriousness or sensitivity of the issues involved and who is thought to be involved in the malpractice. As a first step, an employee should generally raise the issue with their line manager or if this is felt inappropriate, then the relevant member of the Senior Leadership Team. If, however, the concern involved the Headteacher and the Executive Headteacher, the Chair of Governors and Chair of the Trust Board would be the most appropriate person to contact respectively. In the case of whistleblowing against the Trust Board the ESFA would be contacted.

In the case of concerns being raised verbally with individual governors, governors should make the individual aware of the policy and procedure and ensure the individual follows this and encourage the member of staff to disclose any concerns in writing. Where, for any reason, the individual does not feel confident in putting their concerns in writing, the governor should write an account of the individual's concerns, the complainant signing the account, and pass it to the appropriate person for investigation, in line with the procedure.

In line with best practice, staff will also be able to contact a named trustee. A full list of contacts is set out in appendix 1.

7.2 Although concerns may be raised orally, they are better put in writing. Employees who wish to make a written report should use the following format:

- The background and history of the concern (giving relevant dates, names and places where possible)
- The reason why they are particularly concerned about the situation

7.3 Managers notified of a concern have a responsibility to ensure that concerns raised are taken seriously. They should complete the notification form at appendix 2. The action then taken by the Academy will depend on the nature of the concern. Generally initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take including whether this should be done internally or referred to another agency. Concerns or allegations, which fall within the scope of specific procedures (for example child protection or capability issues), will normally be referred for consideration under the relevant procedures and not be dealt with under this policy, although the principals set out in this policy may still apply. Alternatively, some concerns may be resolved by agreed action without the need for investigation.

7.4 Usually within 5 working days of a concern being raised under this procedure the manager considering the issues will write to the complainant:

- Acknowledging that the concern has been received;
- Indicating how it is proposed to deal with the matter;

- Giving an estimate (so far as is reasonably practicable) of how long it will take to provide a final response;
- Advising whether any initial enquiries have been made; and
- Advising whether further investigations will take place and if not, why not.

7.5 Subject to any legal constraints, the relevant employee will normally be informed of the final outcome of any investigation.

8.0 HOW TO RAISE A CONCERN – THIRD PARTIES

8.1 There are occasions when an allegation of wrongdoing may be raised by an individual or organisation not directly employed by Education and Leadership Trust.

8.2 This Whistleblowing Policy seeks to cover all disclosures made by staff, governors and directors, but also extends to any other individual who wants to raise an allegation of perceived wrongdoing. This could include, for example, parents, consultants, contractors, sub-contractors who are engaged in work for the Trust, or anyone who uses the Trust's services or any member of the public.

8.2.1 The Public Interest Disclosure Act 1998 (PIDA) is known as the Whistleblowing law and is designed to encourage and enable employees to "speak out" and to report suspected wrongdoing at work.

8.2.2 PIDA legislation legally protects employees (including those employed in any school maintained by the Trust, temporary workers and agency staff), from any detriment from their employer or colleagues that arises as a result of making a "protected disclosure" (a qualifying disclosure) in the public interest. This includes protection from harassment, victimisation or dismissal by their employer.

8.2.3 Whilst protection under PIDA covers most workers it is not extended to partners, contractors, non-executive directors, volunteers or the self-employed. However, the principles outlined in this policy, as far as they can be, will be applied to Whistleblowing allegations received from sources other than employees of the Trust. As with internally reported cases, particular consideration needs to be given to matters of confidentiality.

8.2.4 If you are not a Trust employee you can still contact the Trust to report any concerns or disclosures over wrongdoing and these will be treated in the same way. Unlike disclosures made by employees, protection under PIDA law does not extend to disclosures made by members of the public.

9.0 HOW THE MATTER WILL BE INVESTIGATED - INFORMAL STAGE

9.1 Allegations will be handled confidentially and discreetly by all who are directly involved in the investigating process.

9.2 Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take including who should undertake the investigation. In some cases, an

investigation may be completed without the subject of the complaint being aware of the investigation.

- 9.3 Some concerns may be resolved by agreed action, without the need for investigation. In these cases confirmation should be sought from the employee that they are satisfied that the matter is resolved. This does not preclude matters being raised in the future if further concerns arise.
- 9.4 If it is determined that the concerns or allegations fall within the scope of specific procedures (for example disciplinary procedures) it should normally be referred for consideration under those procedures. Before any further investigatory action is taken the Academy Headteacher should consult with the Trust HR Director.
- 9.5 If it is determined that the matter should be dealt with formally, the Academy Headteacher (or Chair of Governors if appropriate) should notify the HR Director, before any action is taken.
- 9.6 To assist the nominated person's investigation, you will find at Appendix 1 a "Record Sheet" to record progress.
- 9.7 Those who have made the complaint will be informed if further action is being taken or not, but may not be given specific information about the outcome if it is confidential or sensitive.

10.0 FORMAL STAGE

- 10.1 The member of staff expressing concern will receive a written acknowledgement within 10 working days of the concern being received. This acknowledgement may indicate:
 - how it is proposed to deal with the matter
 - an estimate of how long it will take to provide a response
 - any initial enquiries which may have been made
 - Whether further investigations will take place, and if not, why not.
- 10.2 Having acknowledged receipt of the concern raised, the Academy Headteacher or (Chair of Governors in the case of the Academy Headteacher) will consult with the HR Director if assistance is required with the investigation.

NB. If urgent action is required in response to a concern this may be taken before a full investigation is conducted.

- 10.3 If necessary, further information will be sought from the member of staff at the outset. This will depend on the nature of the matters raised, the potential difficulties involved in conducting an investigation and the clarity of the information provided.
- 10.4 At any meeting arranged to discuss the member of staff's concerns they may if they so wish, be accompanied by a representative or a companion who is not involved in the area to which the concern relates.
- 10.5 Investigation procedures into allegations of malpractice must be independent, skilled and objective. The Investigating Officer appointed must therefore not have had any previous involvement with the case and will be sensitive to the wishes of the complainant wherever possible.

- 10.6 Where a complaint involves the Academy Headteacher, then the Governors will have the discretion to appoint any external Investigation Officer as they think fit, subject only to the requirement that the person is not employed by the school. In any event, investigating officers must be at an appropriate level of seniority and must have sufficient experience and/or training to allow a thorough investigation to take place. Depending upon the circumstances, external agencies may also be involved in the investigation.
- 10.7 The investigation should normally be completed within 30 working days of the complaint being registered. Where cases prove to be more complicated and it may not be possible to complete within the time scale, it will need to be extended to accommodate the particular circumstances. Where the timescale will probably exceed 30 working days, the investigating officer will advise the complainant.
- 10.8 During the investigation every effort will be made to protect the legitimate rights of all parties involved. In particular the following principles shall be adhered to:
- 10.8.1 Strict confidentiality must be maintained at all times. Any breach of confidentiality may lead to consideration of disciplinary action;
 - 10.8.2 Throughout the investigation process, the complainant, the alleged perpetrator and any others interviewed are entitled to be accompanied by either a companion or professional association/trade union representative.
- 10.9 The first step in the investigation to be taken by an Investigating Officer will be to speak to the complainant and then to the alleged perpetrator. Witnesses may be interviewed as part of the investigation and asked to provide a written statement. Where witnesses have been identified by the complainant, and particularly where witnesses are interviewed, it is important that the witnesses do not suffer any personal detriment as a result, providing that they have acted in good faith.

11.0 OUTCOME OF THE INVESTIGATION

- 11.1 The investigation will conclude with a report by the Investigating Officer to the Academy Headteacher, Chair of Governors or other relevant person. This will summarise the Investigating Officer's findings on the allegations and recommend further action which could include:
- a finding that the allegation was unfounded and therefore no action needs to be taken;
 - a recommendation to take no further action on the complaint. This will be appropriate if the Investigating Officer decides that there is a lack of evidence relating to the complaint or that the complaint is untrue;
 - a recommendation to take action in order to deal with the matter on the basis that it is not sufficiently serious to warrant formal disciplinary action. Such action could include:
 - written management advice; and/or
 - an instruction to the member of staff to undertake appropriate guidance and/or training; and/or
 - appropriate changes in working arrangements which must not be to the disadvantage of the complainant;

- a recommendation to initiate formal disciplinary action because there is objective evidence to support the allegation that malpractice has taken place.
- 11.2 The Academy Headteacher/relevant person (Chair of Governor in the case of an Academy Headteacher) will write to the complainant and the alleged perpetrator detailing the findings of the investigation and the action to be taken. This letter will contain an undertaking that the complainant and any witnesses will not be victimised or suffer any detriment as a result of having made the complaint.
- 11.3 Where an Academy Headteacher/relevant person determines to take no action irrespective of the recommendation made he/she shall give written reasons for this determination to the complainant (and the alleged perpetrator). Failure to give such information will be regarded as a breach of this procedure.
- 11.4 Where the Investigating Officer considers that a complaint is untrue and malicious, he/she will recommend a second investigation of the circumstances. This may lead to consideration of disciplinary action against the complainant. Suspension may be considered necessary but should be seen as a neutral act which does not of itself imply that any pre-emptive judgement has been reached.
- 11.5 The Academy Headteacher (or Chair of Governors in the case of the Academy Headteacher) should maintain a confidential central record for a period of five years (seven years for allegations of financial irregularities). A copy should be held by the Trust Board, of all Whistleblowing allegations which have been raised and the responses provided.
- 11.6 In respect of anonymous allegations, should an Academy Headteacher or Chair of Governors consider that further action would be inappropriate details of the allegation and reason for the decision must still be recorded. These central records will be used to analyse the impact and effectiveness of the arrangements put in place as part of the process of reporting back to members on the effectiveness and outcomes of the Policy and as a record of actions taken in the case of any matters raised under the Public Interest Disclosure Act.

12.0 HOW THE MATTER CAN BE TAKEN FURTHER

- 12.1 It is intended that the whistle-blowing Policy and these procedures will enable the Trust /Governing Body to satisfactorily deal with concerns raised by employees. If an employee is not satisfied, and feels it appropriate to take the issue further, the employee may make a protected disclosure to a third party, in accordance with the provisions of the Public Interest Disclosure Act 1998. There is an independent charity "Protect" which provides free advice to employees wishing to express concerns about fraud or other serious malpractices.
- 12.2 Employees who are not satisfied with the action taken by the Academy and feels it right to question the matter further, may consider the following possible contact points (see appendix 1 for contact details):
- The Academy's independent auditors
 - The employee's Trade Union
 - The Citizen's Advice Bureau and/or law centre/firm
 - Relevant professional bodies or regulatory organisations
 - The Information Commissioner
 - A relevant voluntary organisation
 - The Police and/or Health and Safety Executive

13.0 PROTECTION AND SUPPORT FOR WHISTLEBLOWERS

- 13.1 It is understandable that whistle-blowers are sometimes worried about possible repercussions. We aim to encourage openness and will support staff who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 13.2 Staff must not suffer any detrimental treatment as a result of raising a genuine concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform one of the contact people in paragraph X immediately. If the matter is not remedied you should raise it formally using our Grievance Procedure.
- 13.3 Staff must not threaten or retaliate against whistle-blowers in any way. Anyone involved in such conduct will be subject to disciplinary action.
- 13.4 [A confidential counselling service is available to whistle-blowers who raise concerns under this policy. Their contact details are set out at the end of this policy.]

14.0 RELATED DOCUMENTS

Other policies available are:

- Disciplinary Policy
- Capability Policy
- Grievance Procedure
- Child Protection/Safeguarding Policy
- Allegations of abuse against staff, supply staff, contractors and volunteers

**WHALLEY RANGE 11-18 HIGH SCHOOL
WHISTLEBLOWING RECORD SHEET**

Please print out this document and fill it in

Date concern/allegation received.	
Name of employee making complaint/allegation (unless anonymous).	
Nature of concern/allegation raised.	
Date acknowledgement provided to employee (within 10 working days).	
School nominated person responsible for undertaking investigation.	
People to be interviewed, including dates of any interviews	
Outcome of investigation.	
Date notification of outcome given to employee.	

SUMMARY OF CONTACTS - WRHS

1. Your line manager

2. Member of SLT responsible for your Faculty or department

<i>SLT Lead</i>	<i>Faculty/Dept.</i>	<i>Contact Details</i> 0161 861 9727 or emails below
Jackie Fahey	All	jfahey@wrhs1118.co.uk
Jane Barnes	Social Science Global Awareness Community Learning Trainees	jbarnes@wrhs1118.co.uk
Morresa Connolly	Design, Create, Perform Inclusion Safeguarding	mconnolly@wrhs1118.co.uk
Mike Lea	Maths English	mlea@wrhs1118.co.uk
Kate Wragg	E-learning and ICT IT Infrastructure	cwragg@eltrust.org
Sam Parker	World Languages	sparker@wrhs1118.co.uk
TBC	Finance All support departments with the exception of HR	
Jenny Kennedy	HR	jennykennedy@eltrust.org
Sofia Zarar	Inclusion LAC	szarar@wrhs1118.co.uk
Steven Mycock	Science PE	smycock@wrhs1118.co.uk
Jonathan Atkinson	Sixth Form Design, Technology & Business	jatkinson@wrhs1118.co.uk
Besim Mustafa	Heads of House Student Services	bmustafa@wrhs1118.co.uk
Oluwatoyin Bakare	CEAIG PHSE	Obakare@wrhs1118.co.uk

3. Any member of SLT (see contact details above)

4. Academy Headteacher Jackie Fahey (as above)

5. Chief Executive Officer Damian Owen d.owen@gmetrust.org

6. Chair of Governors (Academy Committee) Elaine Ferneley whistleblowing@wrhs1118.co.uk

7. Chair of Trust Board Suzannah Reeves

s.reeves@parrswood.manchester.sch.uk

Or via post to school or pigeonhole in Head's PA's office

**LEVENSHULME HIGH SCHOOL
WHISTLEBLOWING RECORD SHEET**

Please print out this document and fill it in

Date concern/allegation received.	
Name of employee making complaint/allegation (unless anonymous).	
Nature of concern/allegation raised.	
Date acknowledgement provided to employee (within 10 working days).	
School nominated person responsible for undertaking investigation.	
People to be interviewed, including dates of any interviews.	
Outcome of investigation.	
Date notification of outcome given to employee.	

SUMMARY OF CONTACTS - LHS

1. Your line manager
2. Member of SLT responsible for your Faculty or department

<i>SLT Lead</i>	<i>Faculty/Dept.</i>	<i>Contact Details</i>
		0161 224 4625 or emails below
Neil Johnson and Donna Johnson	All	djohnson@levenshulmehigh.co.uk njohnson@levenshulmehigh.co.uk
Donna Johnson	Inclusion Humanities Personal development Safeguarding Attendance	djohnson@levenshulmehigh.co.uk
Neil Johnson	Maths English Science Personal development AMO Data team Examinations	njohnson@levenshulmehigh.co.uk
	MFL Computing & Business Head of Progress & Pastoral Manager (Y9) AEJ Trainees	ptaylor2@levenshulmehigh.co.uk
Tom Norton	Art, Design & Technology PE Head of Progress & Pastoral Managers (Y 9)	tnorton@levenshulmehigh.co.uk
Amanda Moretta	Head of Progress and Pastoral Manager (Y8) CEIAG Personal Development and Heads of House	amoretta@levenshulmehigh.co.uk
Lauren Dooley	Inclusion Music and Drama Head of Progress and PM Y7 Off-site provision	ldooley@levenshulmehigh.co.uk
Mark McNulty	All Support departments	mmcnulty@levenshulmehigh.co.uk
Atyia Ejaz	Head of Progress & PM (Y10) Music	aejaz@levenshulmehigh.co.uk
Alan Millington	Head of Progress & Pastoral Managers (Y 9)	amillington@levenshulmehigh.co.uk

3. Any member of SLT (see contact details above)

4. **Academy Headteachers Donna Johnson and Neil Johnson** (as above)
5. **Chief Executive Officer Damian Owen** d.owen@gmetrust.org
6. **Chair of Governors (Academy Committee) Emma Antrobus**
whistleblowing@levenshulmehigh.co.uk
7. **Chair of Trust Board Suzannah Reeves** s.reeves@parrswood.manchester.sch.uk
Or via post to school or pigeonhole in Head's PA's office

**THE EAST MANCHESTER ACADEMY
WHISTLEBLOWING RECORD SHEET**

Please print out this document and fill it in

Date concern/allegation received.	
Name of employee making complaint/allegation (unless anonymous).	
Nature of concern/allegation raised.	
Date acknowledgement provided to employee (within 10 working days).	
School nominated person responsible for undertaking investigation.	
People to be interviewed, including dates of any interviews.	
Outcome of investigation.	
Date notification of outcome given to employee.	

SUMMARY OF CONTACTS - TEMA

1. Your line manager
2. Member of SLT responsible for your Faculty or department

<i>SLT</i>	<i>Faculty/Dept.</i>	<i>Contact Details</i> <i>0161 230 8039 or emails below</i>
Jackie Bowen	All - SLT	j.bowen@temac.co.uk
Lucy Neukom	Design and Create English	l.neukom@temac.co.uk
David Goddard	Safeguarding team Science	d.goddard@temac.co.uk
Sinead Hosty	Humanities	s.hosty@temac.co.uk
Holly Koval	PE PA Digital and Computing	h.koval@temac.co.uk
Stephanie Lonsdale	MFL Careers	s.lonsdale@temac.co.uk
Jackie Bowen	Maths	j.bowen@temac.co.uk
Rebecca Moules	SEND	r.moules@temac.co.uk
Gill Houghton	Directors of Year	g.houghton@temac.co.uk
Business Manager	Finance Facilities Management All other support functions	(in interim – email the headteacher)

3. Any member of SLT (see contact details above)
4. Academy Headteacher Jackie Bowen (as above)
5. Chief Executive Damian Owen d.owen@gmetrust.org
6. Chair of Governors (Interim Management Board) Fiona O'Sullivan
whistleblowing@temac.co.uk
7. Chair of Trust Board Suzannah Reeves
s.reeves@parrswood.manchester.sch.uk

Or via post to school, c/o the Admin Team lead, or pigeonhole/tray in the staff room

Contacts Parrs Wood High School

Executive Headteacher	Damian Owen 07880 197745 d.owen@gmlt.co.uk
Head Teacher/Principal	Mark McElwee 206 m.mcelwee@parrswood.manchester.sch.uk
Chair of Governors	Emma Caulfield chairlgb@pwhs.co.uk
Academy Trust's external auditors	Haines Watts 0161 504 7411 manchester@hwca.com
Protect (Independent whistleblowing charity)	Helpline: (020) 3117 2520 Website: www.protect-advice.org.uk
The NSPCC whistleblowing helpline	Helpline: 0800 028 0285 E-mail: help@nspcc.org.uk
ESFA	Email: complaints.esfa@education.gov.uk
Named Trustee	Carol Culley 0161 234 3406 Carol.culley@manchester.gov.uk
Named Staff Contact	Jane Nevins 209 j.nevins@parrswood.manchester.sch.uk

Whistleblowing Record Sheet

Please print out this document and fill it in

Date concern/allegation received.

Name of employee making complaint/allegation (unless anonymous).

Nature of concern/allegation raised.

Date acknowledgement provided to employee (within 5 working days).

Academy nominated person responsible for undertaking investigation.

People to be interviewed, Inc. dates of any interviews	
Outcome of investigation.	