

# **Whistleblowing Procedure**

## **Oakfield Short Stay Primary School**

**(In line with Leicestershire County Council whistleblowing policy and guidance)**

If you are unsure whether to use this policy or you want confidential advice at any stage, you may contact the independent whistleblowing charity Protect on 020 3117 2520 or by email to [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk).

Further detail on this is available at [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

This service is available to all employees of the Council (excluding schools) and allows you the opportunity to speak freely about your concerns, discuss all related issues and receive practical, constructive advice.

### **Step one**

The seriousness of the issue may influence who you decide to raise it with, but we hope that in the first instance, you raise it with **your immediate line manager**. If this is not practical (for whatever reason), please raise the concern with another senior officer, (Headteacher of Oakfield, Head of Service) or Director (Chief Officer). This may be done verbally or in writing and we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern, including background and history giving names, dates and places where possible. If you have any personal interest in the matter, we do ask that you tell us at this stage.

### **Step two**

If you feel unable to raise the matter with any of the above (for whatever reason) please raise the concern with either of the following designated officers:

- Director of Law and Governance and Monitoring Officer: Telephone (0116) 305 6240
- Director of Corporate Resources: Telephone (0116) 305 6199

These people have been given special responsibility in dealing with whistleblowing concerns. If these individuals are unable to speak with you immediately, contact the secretariat on (0116) 305 6001 or (0116) 305 7372 who will arrange an appointment for you.

### **Step three**

If these channels have been followed and you still have concerns, or you feel that the matter is so serious that you cannot discuss it with any of the above, 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 the Care Quality Commission, Ofsted, your professional regulator - than not at all. There is a list of bodies to whom you can make a referral if you wish to do so: <https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

Protect (details above) will be able to advise you on such an option if you wish. You may also find it helpful to consider other relevant Council policies including, for example, the Anti-Fraud and Corruption Strategy and the Anti-Bribery Policy which are available on the County Council's website see link <https://www.leicestershire.gov.uk/aboutthe-council/council-spending/fraud>

**If your concern is about a member of the management committee** this needs to be raised with the Headteacher who can be contacted via the school office [oakfield@leics.gov.uk](mailto:oakfield@leics.gov.uk) or 0116 275 9150.