Whistleblowing Policy

Introduction

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

Aim

The aims of this policy are:

(a) To encourage staff to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
(b) To provide staff with guidance as to how to raise those concerns.
(c) To reassure staff that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

What is whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

(a) criminal activity;

(b) miscarriages of justice;

(c) danger to health and safety;

(d) damage to the environment;

(e) failure to comply with any legal obligation or regulatory requirements;

(f) financial fraud or mismanagement;

(g) negligence;

(h) breach of our internal policies and procedures;

(i) conduct likely to damage our reputation;

(j) unauthorised disclosure of confidential information;

(k) the deliberate concealment of any of the above matters.

A whistleblower is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of the setting's activities (a whistleblowing concern) you should report it under this policy.

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.

Raising a whistleblowing concern

We hope that in many cases you will be able to raise any concerns with your Line Manager, Manager or Nominated Person. You may tell them in person or put the matter in writing if you prefer. They may be able to agree on a way of resolving your concern quickly and effectively.

If a concern is raised, a meeting will be arranged with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

We will take down a written summary of your concern and provide you with a copy after the meeting. We will also aim to give you an indication of how we propose to deal with the matter.

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

If your whistleblowing concern involves staff capability to safeguard children then our safeguarding procedures must be followed. In this case the Designated Safeguarding Lead should be informed and he/she will inform the LADO - See the setting's Staff Capability Procedures.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media.

Investigation and outcome

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

In some cases we may appoint an investigator or team of investigators including staff with relevant experience of investigations or specialist knowledge of the subject matter. The investigator(s) may make recommendations for change to enable us to minimise the risk of future wrongdoing.

We will aim to keep you informed of the progress of the investigation and it's likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any disciplinary action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistleblower has made false allegations maliciously, in bad faith or with a view to personal gain, the whistleblower will be subject to disciplinary action, including dismissal.

Other Whistleblowing Channels

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- Guidance on professional bodies which can be contacted to report whistleblowing concerns can be found via: https://www.gov.uk/whistleblowing. The nature of the concern will determine which body to contact.
- The NSPCC's whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 020 7825 2500– the line is available 365 days of the year from 8:00 AM to 10:00 PM, Mon to Fri and 9:00 AM to 6:00 PM on weekends email: help@nspcc.org.uk. There is also an NSPCC whistleblowing advice line that staff can call using: 0800 028 0285

Review of Policy

This policy will be reviewed annually or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah Montessori on 28/08/2025

Last Reviewed: 28/08/2026

Signed: N Bobat (Manager) and S Motara (Nominated person)

On behalf of Alamiyah Montessori

The legal framework and documents referenced in this policy are:

Keeping Children Safe in Education (September 2026)

Public Interest Disclosure Act 1998