



## Whistleblowing Policy

### Approval and Review:

Date:	8 <sup>th</sup> November 2021
Reviewed by:	The Principal
Checked by:	Bronwen Patching
Next review due:	October 2022

# Adagio School of Performing Arts

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## OVERVIEW

ASOPA is committed to conducting its business with honesty and integrity and expects all staff to maintain high standards in accordance with their contractual obligations and ASOPA's policies and procedures.

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.

This procedure is not a substitute for normal line management processes but an addition to them. Staff should always first consider using normal line management for raising concerns. This procedure is only for the purpose of raising concerns about wrongdoing and is not a substitute or alternative for existing procedures.

This procedure should only be used where all other existing internal procedures are felt to be inappropriate or when a member of staff, for whatever reason, feels inhibited in going through the normal line management. As an example, therefore, if a member of staff has a personal grievance then it must be raised through the grievance procedure; it would not be appropriate for it to be raised through this procedure. The existence of this procedure does not prevent staff from raising concerns through their trade union if they so wish. The procedure is therefore not a route through which employees can raise concerns about mismanagement, which may arise from weak management rather than malpractice.

## PURPOSE

The purpose of this policy is to establish, encourage and promote the highest possible standards of openness, integrity and accountability and to tackle wrongdoing.

## CORE PRINCIPLES AND PRACTICES

ASOPA believes that everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff should be watchful for illegal, unethical conduct or extremist behaviour and report anything of that nature that they become aware of.

Our central principles are:

- 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;

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- To provide staff with guidance as to how to raise those concerns;
- 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 a mistaken.

This policy takes account of the [Whistleblowing Arrangements Code of Practice](#) issued by the British Standards Institute and Public Concern at Work.

This policy does not form part of an employee's contract of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at ASOPA and reserves the right to amend its content at any time.

This Policy reflects the ASOPA's current practices and applies to all individuals working at all levels of the organisation who are advised to familiarise themselves with its content.

## **What is whistleblowing?**

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

- Criminal activity
- Child protection and/or safeguarding concerns; \* See note at the end of this policy
- Miscarriages of justice
- Danger to health and safety
- Damage to the environment
- Failure to comply with any legal or professional obligation or regulatory requirements
- Financial fraud or mismanagement
- Negligence
- Breach of ASOPA's internal policies and procedures including its Code of Conduct
- Conduct likely to damage ASOPA's reputation
- Unauthorised disclosure of confidential information
- The deliberate concealment of any of the above matters
- Encouraging Radicalisation and Extremism

A 'whistle-blower' 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 ASOPA's activities (a whistleblowing concern) you should report it under this policy.

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This policy should not be used for complaints relating to staff member's own personal circumstances, such as the way you have been treated at work. In those cases you should follow the Grievance Policy and Procedure.

If staff members are uncertain whether something is within the scope of this policy they should seek advice from the Principal.

## **Raising a whistleblowing concern**

ASOPA hopes that in many cases staff members will be able to raise any concerns with their Head of Department, speaking to them in person or putting the matter in writing if they prefer. They may be able to agree a way of resolving a concern quickly and effectively. In some cases they may refer the matter to the Principal.

However, where the matter is more serious, or you feel that your Line Manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact the following:

### **The Principal: Bronwen Patching**

**Email: [principal@adagioschoolofdance.co.uk](mailto:principal@adagioschoolofdance.co.uk)**

The Principal will arrange a meeting with the 'whistle-blower' as soon as practicable to discuss their concern. They will record sufficient details to enable the matter to be thoroughly investigated. As a minimum the Principal will record the name of the employee but also indicate whether the individual wishes his or her identity to remain confidential, if possible and the nature of the concern. In some cases it will not be possible to maintain confidentiality and the Principal should explain this to the employee. In such instances the employee will have the choice of either withdrawing or agreeing to his/her identity becoming known to enable the concern to be effectively dealt with.

Staff may bring a colleague representative to any meetings under this policy who must respect the confidentiality of the disclosure and any subsequent investigation.

ASOPA will take notes and produce a written summary of the concern raised and provide the 'whistle-blower' with a copy as soon as practicable after the meeting. ASOPA will also aim to give the 'whistle-blower' an indication of how it proposes to deal with the matter.

## **WHISPER**

Alternatively, the Whisper app is available for the 'whistle-blower' to report their concerns anonymously.

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## Confidentiality

ASOPA hopes that Staff will feel able to voice whistleblowing concerns openly under this policy. However, if a member of staff wants to raise his or her concern confidentially, ASOPA will endeavour to keep his or her identity secret in so far as it is possible to do so when following this policy and procedure. If it is necessary for anyone investigating that member of staff's concern to know the 'whistle-blower's identity, ASOPA will discuss this with the member of staff first.

ASOPA does not encourage Staff members to make disclosures anonymously. Proper investigation may be more difficult or impossible if ASOPA cannot obtain further information. It is also more difficult to establish whether any allegations are credible and have been made in good faith. 'whistle-blowers' who are concerned about possible reprisals if their identity is revealed should come forward to the Principal and appropriate measures can then be taken to preserve confidentiality.

If an individual misuse the policy and procedure e.g. by making malicious or repeated unsubstantiated complaints against colleagues this could give rise to action under ASOPA's Disciplinary Procedure. If the Principal knows or has a suspicion that an employee comes into this category then s/he who will determine what action should be taken.

If you are in any doubt you can seek advice from Public Concern at Work, the independent whistleblowing charity, who offer a confidential helpline. Their contact details are:

Public Concern at Work (Independent whistleblowing charity)

Helpline: (020) 7404 6609

E-mail: [whistle@pcaw.co.uk](mailto:whistle@pcaw.co.uk)

Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)

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## **External disclosures**

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

The law recognises that in some circumstances it may be appropriate for Staff to report their concerns to an external body such as a regulator. It will very rarely if ever be appropriate to alert the media. We strongly encourage you to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Public Concern at Work, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern.

Whistleblowing concerns usually relate to the conduct of ASOPA staff members, but they may sometimes relate to the actions of a third party, such as a service provider. The law allows staff members to raise a concern in good faith with a third party, where the member of staff reasonably believes it relates mainly to their actions or something that is legally their responsibility. However, staff members are encouraged to report such concerns internally first. Staff members should contact one of the other individuals set out above for guidance.

## **Investigation and outcome**

Once a member of staff has raised a concern, ASOPA will carry out an initial assessment to determine the scope of any investigation. ASOPA will inform the 'whistle-blower' of the outcome of its assessment. The member of staff raising the concern may be required to attend additional meetings in order to provide further information.

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

ASOPA will aim to keep the member of staff informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent ASOPA from giving specific details of the investigation or any disciplinary action taken as a result. The member of staff is required to treat any information about the investigation as strictly confidential.

If ASOPA concludes that a 'whistle-blower' has made false allegations maliciously, in bad faith or with a view to personal gain, the 'whistle-blower' will be subject to disciplinary action under the ASOPA's Staff Conduct and Discipline Policy.

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Whilst ASOPA cannot always guarantee the outcome a particular member of staff is seeking, ASOPA will try to deal with the concern fairly and in an appropriate way. If a member of staff is not happy with the way in which his or her concern has been handled, he or she can raise it with one of the other key contacts outlined above.

There are no rights of appeal against any decisions taken under this procedure. However, an employee will have the right to refer any particular case to the Principal for review.

Any member of staff raising a concern under the procedure will be kept informed of progress, including, where appropriate, the outcome. However, in certain circumstances, e.g., where disciplinary action under the ASOPA's Disciplinary Procedure has resulted from the concern, it may not be appropriate to provide specific details due to the confidentiality and sensitivity of such matters

## **Protection and support for 'whistle-blowers'**

It is understandable that 'whistle-blowers' are sometimes worried about possible repercussions. ASOPA aims to encourage openness and will support staff members who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Staff members must not suffer any detrimental treatment as a result of raising a concern in good faith. Detrimental treatment would include dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a member of staff believes that he or she has suffered any such treatment, he or she should inform a member of the senior management team immediately. If the matter is not remedied the member of staff should raise it formally using the ASOPA's Grievance Policy and Procedure.

Staff must not threaten or retaliate against 'whistle-blowers' in any way. Anyone involved in such conduct will be subject to disciplinary action.

All staff members are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. Staff are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed **Bronwen Patching: email [principal@adagioschoolofdance.co.uk](mailto:principal@adagioschoolofdance.co.uk)**

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## **Safeguarding**

If a member of staff suspects that there is a serious safeguarding issue that they feel that their Head of Department is not taking seriously they should contact the Designated Safeguarding Officer Bronwen Patching.

Reference to the ASOPA's Child Protection (Safeguarding) policy and procedure should be followed if the matter is in relation to a pupil. Please see Appendix 1.

## **Privileged documents**

There is an exception to disclosure of documents in respect of those which are classed as "privileged" for whistleblowing. That means, that part of a document can be "redacted" if the information is commercially sensitive, confidential, and potentially irrelevant.



## Appendix 1

### Don't think what if I'm wrong – think what if I'm right

#### Reasons for whistleblowing:

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent becoming implicated yourself.

#### What stops people from whistleblowing:

- Starting a chain of events, which spirals.
- Disrupting the work or project.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers.
- Fear of not being believed.

#### How to raise a concern:

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Approach your immediate Tutor, Principal, Head Teacher, or the Protection/Safeguarding Officer.

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If your concern is about your immediate Manager/Head Teacher, or you feel you need to take it to someone outside ASOPA, contact Essex County Council on 0345 603 7627/0345 603 7627 (out of hours)

- Make sure you get a satisfactory response – don't let matters rest.
- You should then put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

## **What happens next?**

You should be given information on the nature and progress of any enquiries. Your employer has a responsibility to protect you from harassment or victimisation.

No action will be taken against you if the concern proves to be unfounded and was raised in good faith.

Allegations made frivolously, maliciously or for personal gain will be seen in a different light and disciplinary action may be taken.

## **Self reporting**

There may be occasions where a member of staff has a personal difficulty, or perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff members have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most situations, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.