

- The environment has been/is likely to be damaged
- Public funds are being used in an unauthorised manner
- The Academy's Governance arrangements have or are not being observed or are being breached by students or staff.

The above does not represent an exhaustive list of areas covered by this Policy.

Whistle blowing is not appropriate for dealing with issues between an employee and the Academy which relate to the employees own employment or rights of employment conditions generally.

Whistle blowing is not appropriate for dealing with pupil complaints, which will be dealt with under separately published procedures

Whistle blowing is not appropriate to specific case of child safety or safeguarding which will be dealt with under the procedures specified in that connection.

How to raise concerns

As a first step, employees should normally raise concerns with their immediate line manager. This depends, however, on the seriousness and sensitivity of the issues, in these cases the concern should be raised with the Principal.

If the concern relates to the Principal of the school, the concern should be raised as matter with the Amadeus Primary Academies Trust CEO.

Preferably concerns must be raised in writing without undue delay setting out the background and history of the concern, giving names, dates and places where possible, and the reason for the employee's particular concern.

Within ten working days of a concern being received, the Academy will write to the employee:

- Acknowledging that the concern has been received;
- Indicating how it proposes to deal with the matter;
- Giving an estimate of how long it will take to provide a final response;
- Telling the employee whether any initial enquiries have been made, and
- Telling the employee whether further investigations will take place, and if not, why not.

Employees will also be provided with details of support available.

The action taken by the Academy will depend on the nature of the concern. The matters raised maybe:

- investigated internally;
- referred to the police;
- referred to the local governing body;
- referred to the Trust
- Form the subject of an independent inquiry

In order to protect individuals and those accused of possible wrongdoing or malpractice, initial enquiries will be made by the relevant senior officer to decide whether an investigation is appropriate and, if so, what form it should take.

Some concerns may be resolved by an agreed action without the need for formal investigation. If urgent action is required this will be taken before any investigation is conducted.

The amount of contact between the officers considering the issues and the complainant employee will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided.

The Academy will take steps to minimise any difficulties which employees may experience as a result of raising a concern.

The Academy accepts that employees need to be assured that the matter has been properly addressed and will ensure this happens.

Subject to legal constraints, employees will normally receive feedback about the outcomes of any investigations.

This policy is intended to provide employees with an avenue to raise concerns within the Academy. The Academy hopes that employees will be satisfied with any action taken under this policy.

If the employee raising the concern is unhappy with the outcome the next steps are to contact the Local Governing Body. An employee should prior raising the concern outside of the Academy, first go through the internal procedure.

Policy Review

This policy will be monitored as part of the Trust's annual internal review or as required by legislature changes.