



Allegations Against Staff Policy (including low level concerns)

Approved by: Orbital Education

Last reviewed on: September 2022

Next review due by: May 2025



Allegations Against Staff (including low level concerns) (Whistleblowing Policy)

Purpose

Balears International College and Orbital Education seek to run all aspects of school business and activity with full regard for high standards of conduct and integrity. The school encourages an open culture in all its dealings, and effective and honest communication is essential if malpractice is to be effectively dealt with. The policy provides for a thorough and appropriate investigation of the matter to bring it to a satisfactory conclusion. As a School there is a responsibility to safeguard and promote the welfare of children; this includes encouraging staff to raise concerns about possible child abuse.

Content

The school is committed to tackling fraud and other forms of malpractice and treats these issues very seriously.

The school recognises that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidential raising of concerns within the school environment, but also has recourse to an external party outside the school management structure within the school. The school is committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

This policy protects employees and workers who raise legitimate concerns about specified matters from being subjected to detrimental treatment or victimised by either the school or colleagues, provided certain criteria are met. Certain kinds of disclosures qualify for protection and these are set out below. These are disclosures of information which an employee or worker reasonably believes are made in the public interest, and tend to show one or more of the following relevant failures is either happening now, took place in the past, or is likely to happen in the future:

- A criminal offence has been committed including offences such as theft, fraud or acts of bribery
- A person has repeatedly failed, is failing, or is likely to fail to comply with a legal obligation which they are subject to
- A danger to health and safety of any individual
- Damage to the environment
- Deliberate covering up of information tending to show any of the above five matters

The procedure is not a substitute for the grievance policy and is not a channel for employees to raise matters in relation to their terms and conditions of employment. The procedure allows individuals to have their concerns treated in confidence.



This policy should be noted in conjunction with the Safeguarding and Child Protection Policy.

Your protection:

If you raise a genuine concern, you will not be at risk of damaging your position as a result. Provided you are acting in the public interest it does not matter whether or not your concern proves to be well founded. You must however make your complaint to the right person and in the right way as detailed in this policy. The School does not of course extend this assurance to someone who acts from an improper motive and raises a matter they know to be untrue.

Your confidence:

The school will not tolerate the victimisation of anyone raising a genuine concern and anyone responsible for such conduct will be subject to disciplinary action. You may decide that you want to raise a concern in confidence. Therefore, if you ask for your identity to be protected, it will not be disclosed without your consent. If a situation arises where it is not possible to deal with the concern without revealing your identity (for instance because your evidence is needed in court or a disciplinary hearing), there will be a discussion as to whether and how we can proceed.

This policy does not cover the situation where information about malpractice is received anonymously; however, discretion will be used in the investigation of such information.

How to raise your concern:

Stage 1: Internal Line Management

If you have a concern about malpractice, it is expected to be raised first with your manager or department head or similar. This should be done in writing. It will help if you state the facts of the matter clearly. You can outline how you would like it to be investigated. If you have a direct or personal interest in the matter, this should be disclosed at this stage.

Stage 2: Alternative Contacts

If you feel unable to raise the matter with your manager or department head or similar, for whatever reason, please speak to the Principal.

If you want to raise the matter in confidence, practical measures will be put in place to protect your identity. You will be contacted by the most secure means. Your identity will not be disclosed without your consent, unless required to do so by law.

Once you have reported your concern, the school will investigate it to assess initially what action should be taken. If your concern falls more appropriately within other policies this will be made known. Either your manager or department head, or an individual nominated by the manager or department head who took the complaint, or an independent consultant will be asked to carry out the investigation.



As soon as possible after a concern has been raised (normally within 10 working days) the school will write you to acknowledge the issue that has been raised and to indicate the future course of action.

The individual in receipt of the information or allegation will carry out an investigation. This will seek to establish the facts of the matter and assess whether the concern has foundation and can be resolved internally. As part of the process you may be interviewed and asked to provide a written statement.

If a meeting is arranged with you then you will have the right to be accompanied by either a trade union representative or colleague.

Key factors to be considered when investigating allegations are the seriousness of the issues raised and the credibility of the concern and likelihood of confirming the allegations. The initial assessment may identify the need to involve third parties to provide further information, advice or assistance, for example involvement of other members of school staff, legal or personnel advisors, and/or representation from Orbital Education

Records will be kept of work undertaken and actions taken throughout the investigation. The investigating officer, possibly in conjunction with the Principal/Orbital Education, will consider how best to report the findings and what corrective action needs to be taken.

Once the school has finalised the investigation any necessary action will be taken.

While the purpose of this policy is to investigate possible malpractice and take appropriate steps to deal with it, you will receive an appropriate level of feedback. If requested, responses will be made in writing. Please note, however, that the precise action taken may not be disclosed where this would infringe a duty of confidentiality owed to someone else.

If you are dissatisfied

If you are unhappy with the school's response, you may then go to the Regional Head of Schools, who for BIC Sa Porrassa is Jonathan Dey. If the concern related directly to the Principal, then these should be directed to the Regional Head of Schools as well.

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Baleares International College

Sa Porrassa

an Orbital Education School



Monitoring and Review

Orbital Education and the Principal will monitor the operation and effectiveness of the school's capability and appraisal arrangements.

This policy will be reviewed every three years by the Principal.

This policy will be approved by Orbital Education.

Date when policy was last approved: Sept 2022

Date when next review is due: May 2025



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