

East Midlands Academy Trust

Speak Up Policy (Whistleblowing)

'Every child deserves to be the best they can be'

| Scope: East Midlands Academy Trust & Academies within the Trust | |
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| Version: V5 – October 2024 | Filename: EMAT Speak Up Policy (Whistleblowing) |
| Approval: October 2024 | Next Review: October 2025 This Policy will be reviewed by the Trust Board (A&R committee) annually |
| Owner: Head of People & Culture | |

| Policy type: | |
|--------------|-----------------------------------|
| Statutory | Replaces Academy's current policy |

| Revision Date | Revisor | Description of Revision |
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| October 2024 – V5 | A Rigler / V Donnelly | Moved approval to Audit & Risk committee. Adjustment to scope to included students. Updated linked policies. Personal emails for department leads given in order to promote commitment to confidentiality. |
| October 2023 - v4 | A Holton | Added formatting for general document structure Contact details for Head of Governance changed. Contact details for HR changed |
| February 2023 | JP | Review of policy. Contact details for Head of Governance changed. |
| April 2022 – V2 | MJ | Review of policy – NO CHANGES |
| Feb 2021– V1 | MJ | New EMAT Whistleblowing Policy issued and distributed to all schools. <ul style="list-style-type: none"> • Inclusion of Protect arrangements • Inclusion of Everyone's invited statement |

EMAT Speak Up Policy (Whistleblowing)



The Everyone's Invited campaign has rightly served to focus our minds on the need to continue to work together to protect children.

We, at EMAT, believe that schools play a crucial role in teaching pupils about sex and relationships, equality and diversity and modern citizenship as well as preparing them for the modern world. This is enacted through each school's culture, its curriculum, and all policies. We aim to give all pupils and staff a voice to enable them to act in a protective manner towards themselves and others. This includes developing a robust Speak Up culture as well as fostering a culture of integrity and mutual respect.

We recognise that we have the responsibility of tackling sexual violence and harassment, instilling values in our stakeholders and encourage all to be driven by their strong moral compass. Like so much of education, our work must complement that undertaken by parents and carers so that young people receive a consistent message, and they can go about their lives free from harassment and abuse.

All of our schools will continue to engage with their stakeholders, listen to their concerns and signpost necessary support and provision within and beyond its schools. We ask that anyone who has experienced such behaviour, or who is suffering because of it, to report it to an appropriate adult either in the school or within the EMAT team so they can be supported, and steps can be taken to address the issue.

A dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated **NSPCC helpline number is 0800 136 663 or by emailing help@nspcc.org.uk**

Staff members can also seek support from **Vivup on 0330 380 0658** or by visiting their website www.vivup.co.uk

EMAT Speak Up Policy (Whistleblowing)

1. Introduction

All of us at one time or another has a concern about what is happening at work. Usually these are easily resolved. However, when the concern feels serious because it is about a possible fraud, danger or malpractice that might affect others or the organisation itself, it can be difficult to know what to do.

You may be worried about raising such a concern and may think it best to keep it to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

2. Purpose

The Board of Trustees and Chief Executive of East Midlands Academy Trust are committed to running the organisation in the best way possible and to do so we need your help. We have introduced this policy to reassure you that it is safe and acceptable to speak up and to enable you to raise any concern you may have at an early stage and in the right way. Rather than wait for proof, we would prefer you to raise the matter as soon as you have a concern.

3. Scope

This policy applies to those who work for us, or study with us: whether full-time or part-time, employed through an agency or as a volunteer. It also applies to external stakeholders such as parents/ carers and external agencies. If you have a whistleblowing concern, please let us know.

If however, you wish to make a complaint about your employment or how you have been treated, please use the EMAT Grievance Policy or EMAT Dealing with allegations of abuse against staff members Policy,

If you have a concern about financial misconduct or fraud, please see the Anti-Fraud Section in the Financial Handbook for Academies and the EMAT Anti-Fraud Statement. All documents are available via the EMAT website, the SAMPeople platform or by request from the Trust Governance team at governance@emat.uk

This Speak Up Policy is primarily for concerns where the public interest is at risk, which includes a risk to the wider public, customers, staff or the organisation itself.

If in doubt - raise it!

4. Our assurances to you

Your safety

The Board of Trustees and Chief Executive are committed to this policy. Provided you are raising a genuine concern, it does not matter if you are mistaken. Of course, we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

If you raise a genuine concern under this policy, you will not be at risk of losing your job or suffering any form of reprisal as a result. We will not tolerate the harassment or victimisation of anyone raising a genuine concern and we consider it a disciplinary matter to victimise anyone who has raised a genuine concern.

Your confidence

With these assurances, we hope you will raise your concern openly, however should you wish to remain anonymous throughout the process this will be respected and every effort will be made to follow the process outlined in this policy. If you would prefer to speak to someone confidentially, please say so at the outset. If you ask us not to disclose your identity, we will not do so without your consent unless required by law. You should understand that there may be times when we are unable to resolve a concern without revealing your identity, for example where your personal evidence is essential. In such cases, we will discuss with you whether and how the matter can best proceed.

Please remember that if you do not tell us who you are (and therefore you are raising a concern anonymously) it will be much more difficult for us to look into the matter. We will not be able to protect your position or to give you feedback. Accordingly, you should not assume we can provide the assurances we offer in the same way if you report a concern anonymously.

If you are unsure about raising a concern you can get free and independent advice from **Protect** (*see contact details under Independent Advice*).

5. How to raise a concern internally

Please remember that you do not need to have firm evidence of malpractice before raising a concern. However, we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

Step one

If you have a concern about malpractice, we hope you will feel able to raise it first with your manager or team leader. This may be done verbally or in writing.

Step two

If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with:

EMAT Head of Governance & Compliance – alexandra.rigler@central.emat.uk

EMAT Head of People & Culture – vicky.donnely@central.emat.uk

These people have been given special responsibility and training in dealing with whistleblowing concerns.

If you want to raise the matter confidentially, please say so at the outset so that appropriate arrangements can be made.

Step three

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact:

EMAT CEO – Joshua Coleman – Joshua.coleman@emat.uk

EMAT Chair of Trustees – Kevin Crompton – kevin.crompton@external.emat.uk

6. How we will handle the matter

We will acknowledge receipt of your concern within 5 working days. We will assess it and consider what action may be appropriate. This may involve an informal review, an internal inquiry or a more formal investigation. We will tell you who will be handling the matter, how you can contact them, and what further assistance we may need from you.

If you ask, we will write to you summarising your concern and setting out how we propose to handle it and provide a timetable for feedback. If we have misunderstood the concern or there is any information missing, please let us know.

When you raise the concern, it will be helpful to know how you think the matter might best be resolved. If you have any personal interest in the matter, we do ask that you tell us at the outset. If we think your concern falls more properly within our Grievance, Dealing with allegations of abuse against staff members or other relevant procedure, we will let you know.

Whenever possible, we will give you feedback on the outcome of any investigation. Please note, however, that we may not be able to tell you about the precise actions we take where this would infringe a duty of confidence we owe to another person or there may be legal implications

While we cannot guarantee that we will respond to all matters in the way that you might wish, we will strive to handle the matter fairly and properly. By using this policy, you will help us to achieve this.

If at any stage you experience reprisal, harassment or victimisation for raising a genuine concern please contact

EMAT Head of People & Culture – vicky.donnelly@central.emat.uk

7. Independent advice

If you are unsure whether to use this policy or you want confidential advice at any stage, you may contact the independent charity Protect on 020 3117 2520 or by email at whistle@protect-advice.org.uk. Their Advisers can talk you through your options and help you raise a concern about malpractice at work. You can also contact your union or professional body (where applicable) for advice.

8. External contacts

While we hope this policy gives you the reassurance you need to raise your concern internally with us, we recognise that there may be circumstances where 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 *Ofsted*, *Ofqual*, *Food Standards Agency* and *Health & Safety* - than not at all. Protect (or, if applicable, your union) will be able to advise you on such an option if you wish.

- **Ofsted:** email enquiries@ofsted.gov.uk or call 0300 123 1231
- **Ofqual:** email public.enquiries@ofqual.gov.uk or call 0300 303 3344
- **Food Standards Agency:** email helpline@food.gov.uk or call 0330 332 7149
- **Health & Safety Executive:** call 0300 790 6787

9. Monitoring/oversight

The Audit & Risk Committee, on behalf of the Trust Board is responsible for this policy and will review it annually. The Governance & Compliance and People & Culture departments will monitor the daily operation of the policy and if you have any comments or questions, please do not hesitate to let one of their team know.

10. Data protection

We will keep a confidential record of your concern in our secure, encrypted and password protected database. This will be held in accordance with relevant data protection legislation