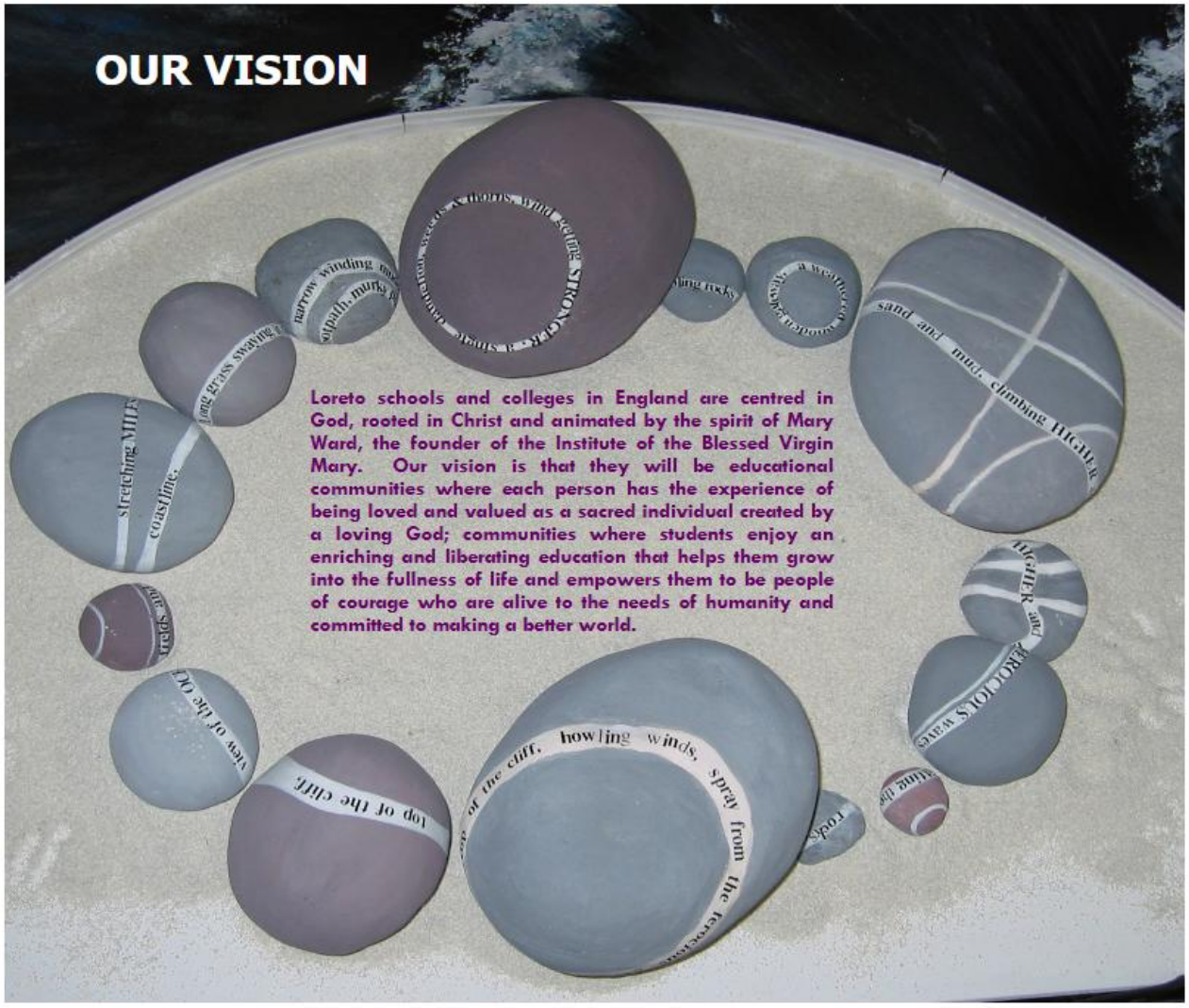
WHISTLEBLOWING POLICY

Date of revised policy approval	September 2026
Next review date	February 2028
Distribution to	Website
Owner of policy	Headteacher
Approved by	Staffing Governor's Committee
Reviewed and prepared by	Director of HR and Support Staff
Location of policy	HR Toolkit and School website

OUR VISION


OUR VISION
Loreto schools and colleges in England are centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that they will be educational communities where each person has the experience of being loved and valued as a sacred individual created by a loving God; communities where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be people of courage who are alive to the needs of humanity and committed to making a better world.
sand and rocks climbing HIGHER
Stretching MILES coastline.
long grass swaying
narrow winding
top of the cliff.
howling winds, spray from the
FROLICS waves

OUR MISSION STATEMENT

I am the Way

The Truth

And

The Life

(John 14:6)

At Loreto Grammar School Altrincham, students, staff, parents and Governors form a Catholic community. We aspire to create a caring, structured environment in which teaching and learning and the experience of school

- are characterised by joyful and loving service to others
- challenge each of us to realise our full potential in a spirit of joy and creativity
- encourage the pursuit of excellence
- uphold honesty, justice and mutual respect
- enable us to be questioning, independent learners and "seekers of truth"
- prepare each of us to meet with confidence the challenges of a changing world
- improve and enrich the life of the wider community and enable us to be an example of Christian values in the world as witnesses to God's Living Kingdom

Our values are centred in God, rooted in gospel values and derive from the vision of Mary Ward.

Love and speak the truth – at all times

(Mary Ward)

1 POLICY STATEMENT

Loreto Grammar School is committed to the highest possible ethical standards. Accordingly, we encourage employees and others we deal with, who have serious concerns about any aspect of the school's practices, to come forward and report their concerns. This policy is non contractual but is rooted in our school mission statement and the core Loreto values of Justice, Sincerity, Truth, Freedom and Joy.

2 CONFIDENTIAL REPORTING

i. This policy document ensures that staff can report your concerns without fear of reprisal, discrimination or disadvantage. It should encourage you to name serious concerns rather than overlooking the problem.

ii. The school expects employees to use this procedure and guarantees that matters raised will be investigated fairly and sensitively.

iii. Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include (the list is not exhaustive):
- criminal activity
- failure to comply with any legal or regulatory requirements
- fraud or corruption
- undue favour in contracts of employment
- danger to health and safety
- safeguarding concerns
- breach of financial procedures
- breach of our internal policies and procedures including codes of conduct
- deliberate concealment of any of the above matters

iv. This policy does not apply to complaints, grievances or problems affecting you personally. Matters affecting you personally are covered in the Grievance Policy.

3 YOUR SAFEGUARDS

i. The school recognises that deciding whether or not to report a concern can be very difficult. If you have a concern under this policy, you will not be at any risk of reprisal, criticism or discrimination.

ii. Provided you have acted in good faith, it does not matter if you are mistaken. This assurance does not apply to anyone who maliciously raises a matter they know to be false.

iii. You also have protection under the law (Public Interest Disclosure Act 1998).

4 CONFIDENTIALITY

i. If you name a concern under the policy, it will be treated with confidentiality, and only those directly involved in the investigation and resolution of the matter will have access to the facts of the case. Your identity will be protected and will not be disclosed without your consent other than to those directly involved in resolving the concern. Normally, this would be the Headteacher and/or the Chair of Governors, the Monitoring Officer and the Designated Officer (see Section 9).

ii. If the concern cannot be resolved without revealing your identity to others (for instance because your evidence is needed at a disciplinary hearing or because the police need to be called in), we will discuss this with you before proceeding.

5 ANONYMOUS ALLEGATIONS

i. This policy encourages you to put your name to your allegations wherever possible. Concerns expressed anonymously will be considered at the discretion of the School.

ii. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the concerns;

- the credibility of the concerns;

- the likelihood of confirming the allegation from attributable sources.

6 UNPROVEN/UNTRUE ALLEGATIONS

i. Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concerns.

ii. If you make an allegation in good faith which cannot be confirmed by the investigations, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may result.

7 HOW TO RAISE A CONCERN

i. Raise your concern verbally or in writing with the Headteacher who will be responsible for authorising an investigation. Even if you are unsure whether an issue is within the scope of this policy, please contact the Headteacher in the first instance.

ii. If the original concern involves the Headteacher, you can raise your concern instead with the Chair of Governors.

iii. If you feel that you cannot discuss your concerns with any of the above, you can contact the designated officer given in section 9.

iv. If there is a concern about potential failures in the school's safeguarding provision, please contact a member of Senior Leadership Team directly.

v. If you feel unable to raise an issue with an appropriate member of school staff or feel that your genuine concern is not being addressed, please refer to advice in Keeping Children Safe in Education 2026. The NSPCC also has a whistleblowing advice line as an alternative route for staff to raise concerns: 0800 028 0285 (08:00–20:00 Monday to Friday; 09:00–18:00 weekends), or help@nspcc.org.uk.

8 HOW THE SCHOOL WILL RESPOND

i. A designated officer will be appointed to formally respond to your concern in all cases. Within 10 days they will acknowledge that your concern has been received and indicate how the matter will be dealt with. A meeting will be arranged as soon as possible to discuss your concern. A work colleague or union representative may accompany you to a meeting. A written record of the meeting will be made and a copy given to you. Any further actions will be included, as necessary.

ii. Where appropriate the matter raised will be
- investigated by Senior Management or the appropriate authorities;
- referred to the police;
- referred to other external agencies.

iii. The designated officer will liaise with you; help you if you are required to be interviewed further or give evidence at any stage and arrange for you to receive advice. He will also inform you of the outcome of any investigation/enquiry.

9 OFFICERS

The monitoring officer is responsible for the observance and operation of this policy. He maintains a record of concerns raised and outcomes. He will report as necessary to the Governing Body.

Designated officers are appointed on a case by case basis.
Monitoring Officer: - Mr Vincent Sweeney (Chair of Staffing Governors).

10 RELATED POLICIES

This policy should be read in conjunction with the Allegations of abuse against staff policy (including Low Level Concerns procedures), Staff Code of Conduct and Safeguarding and Child Protection policy.