

# BEDE'S EXCEPTIONAL SUMMER SCHOOL

## Whistleblowing Policy 2026 Eastbourne, Windlesham, Dicker, Lancing & Brighton

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*Please delete as applicable*

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BC requirement to be on School website	N
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Staff Hub	Y
Staff Induction & Staff Link Portal	Y
Limited Internal Use Only (state recipients)	

***This policy is considered a 'live' document and will be updated as statutory guidance is released***

**In policies St Bede's School Trust Sussex may be referred to as Bede's/the School/the Trust.**

**Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## **Vision, Mission and Values**

### **Our Vision**

Where every child finds joy in their pursuit of brilliance

### **Our Mission**

We continue to craft a more joyful education.

- Cultivating a vibrant learning experience, motivating us to pursue our individual best.
- Providing a festival of opportunity, enabling us to discover new passions and develop new talents.
- Building a kind-hearted community, inspiring us to enhance the lives of others.

### **Our Values**

#### **Be Compassionate**

Because a caring community fosters belonging.

We expect our community to show kindness to people of all ages, genders and ethnicities, maintaining campuses where every person feels joyful and energised.

#### **Be Courageous**

Because fortune favours the brave.

We challenge our community to stand up for what is right, providing them with a safe environment where they can take bold action in pursuit of brilliance.

#### **Be Curious**

Because wisdom can be found off the beaten track.

We encourage our community to discover unlikely passions and hidden niches, releasing them into a wealth of opportunities inside and outside the classroom.

#### **Be Conscientious**

Because dedication is a spearhead of success.

We ask our community to throw themselves wholeheartedly into every endeavour, taking responsibility for their journey and inspiring others to do the same.

## **Policy Principles/Aims:**

Bede's wishes to ensure that an environment exists where staff can always raise their concerns and be confident that they will be dealt with in a sensitive and appropriate manner. However, Bede's also recognises that there may be instances where a more formal process is needed to make sure that staff can raise major concerns that are not covered by other policies.

This policy applies to all employees and officers of Bede's. Other individuals performing functions in relation to the School, such as contractors and agency workers, are also able to use it.

## **Statutory Guidance:**

<b>Associated Trust Policies:</b>

## Principles

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the individual who raised the concern.
- No individual will be victimised for raising a matter under this procedure providing that they do so in good faith. This means that the continued employment and opportunities for promotion or training of the individual will not be prejudiced because he/she has raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, workers should not agree to remain silent. They should report the matter to the Director.
- The School's disciplinary policy and procedure will be invoked in the case of false, malicious, vexatious or frivolous allegations.

## Background

Employment legislation governs the making of disclosures concerning workplace activities and is intended to protect employees who blow the whistle on bad practice from being subject to any detriment or from being unfairly dismissed as a result. They are called 'qualifying disclosures'. All types of wrongdoing are included whether they are acts committed by fellow employees, faults in School procedures or oversights which should be rectified. A qualifying disclosure is one made in the public interest by an employee or worker who believes that:

- a criminal offence has been committed, is being committed or is likely to be committed;
- something that is against school rules or policies;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a break of any other legal obligation;
- or concealment of any of the above

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been or is likely to be committed – a reasonable belief is sufficient. The employee or worker has no responsibility for investigating the matter – it is Bede's responsibility to ensure that an investigation takes place.

## Safeguarding

Nothing within this policy is intended to prevent staff from complying with their statutory obligations in accordance with Keeping Children Safe in Education (DfE, September 2021). In particular:

- a. **Safeguarding / Child Protection Policy:** You should raise any initial safeguarding concerns about a child with the Designated Safeguarding Lead in accordance with the School's Child Protection and Safeguarding Policy and Procedures.
- b. **Safeguarding - member of staff:** You should raise any concerns about another staff member with the Director, or if the concern is about the Director, with the Chair of Governors (without first notifying the Director).

- c. **Whistleblowing Policy:** You should follow this procedure to raise concerns about poor or unsafe safeguarding practices at the School or potential failures by the School or staff to properly safeguard the welfare of students if you are concerned that the School's Child Protection and Safeguarding Policy and Procedures are not being followed correctly.
- d. **Children's Social Care:** In exceptional circumstances, or if at any point there is a risk of immediate serious harm to a child, a referral should be made to Children's Social Care immediately.

## Grievances

You should not use this policy to raise a complaint relating to your personal circumstances in the workplace. The Grievance Procedure should be used in all cases.

## Raising a concern

### Stage one

**Procedure:** You should disclose the suspected wrongdoing first to your Centre Director or Line Manager. In the event that your Centre Director or Line Manager is involved in the suspected wrongdoing, you shall be entitled to proceed directly to Stage Two of this procedure.

**Response:** You can expect a response detailing to whom the disclosure has been notified or any action taken within 10 days of your Centre Director or Line Manager becoming aware of the disclosure.

### Stage two

**Procedure:** If no response is forthcoming after 10 days or if your Centre Director or Line Manager is involved in the suspected wrongdoing you shall be entitled to notify the Director of Summer School/ Senior School Bursar as appropriate.

**Response:** You can expect a response detailing any action taken within 10 days of the Director / Senior School Bursar becoming aware of the disclosure.

### Stage three

**Procedure:** If no such response is forthcoming you should inform the Chair of Governors of the disclosure.

### Stage four

**Outside body:** If you do not receive a response within 10 days you shall be entitled to notify a relevant and appropriate body outside the School which may include:

- the Local Authority Designated Officer;
- Children's Social Care;
- the Health and Safety Executive;
- the Environment Agency;
- the Information Commissioner;
- the Department for Education (**DfE**);
- the Department for Business, Enterprise and Regulatory Reform;
- the Police;
- the Charity Commission;
- the Independent Schools Inspectorate (ISI);
- the British Council

**Bypassing the procedure:** In extreme circumstances you will have the right to raise your concern directly with a relevant and appropriate outside body without first having followed the stages above. This may however cause damage to the School and its reputation as well as constitute a breach of

your own duty of confidentiality towards the School and this action should only be taken in extreme circumstances and after careful thought.

**Extreme circumstances:** The School will consider extreme circumstances exist where you have a reasonable belief that: the School will subject you to detriment if you inform your Centre Director / Line Manager in accordance with Stage one above or if you inform the Director / Bursar in accordance with Stage two or you inform the Chair of Governors in accordance with Stage three; a cover-up is being mounted by the School; or a disclosure made previously to your Centre Director / Line Manager or the Director / Senior School Bursar or the Chair of Governors in accordance with the stages above has not prompted a satisfactory response.

**The media:** Even where extreme circumstances are thought to exist, you should under no circumstances approach a commercial body or the media with details of the suspected wrongdoing. If you approach any such body and / or where your concern is disclosed for personal gain, the School may consider this to be gross misconduct and immediate disciplinary action may be taken against you.