



LEGACY EDUCATION Whistleblowing Policy

"Character Above All Else"

Approved by: Director

Responsible Person: Designated Safeguarding Lead (DSL)

Last Review Date: December 2025

Next Review Due: December 2026

1. Introduction

- 1.1. The Public Interest Disclosure Act 1998 (PIDA) gives protection to employees who make a 'protected disclosure' about malpractice or wrongdoing in the workplace. Legacy Alternative Provision ("Legacy AP") is committed to ensuring that staff can raise concerns safely and without fear of victimisation.
 - 1.2. Whistleblowing is when an employee reports suspected wrongdoing or dangers at work. These may include risks to the health and safety of others, criminal acts, breaches of law, or other serious misconduct.
 - 1.3. Legacy AP encourages all staff and volunteers to report concerns at the earliest opportunity, so that they can be properly investigated and addressed.
 - 1.4. This policy sets out how concerns can be raised internally, and the support available to those who do so.
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2. Purpose and Scope

- 2.1. This policy covers concerns that fall outside other procedures such as grievances or complaints. It applies to all staff, volunteers, contractors, and partners working with Legacy AP.
 - 2.2. Concerns might include (but are not limited to):
 - Fraud, corruption, or financial irregularities
 - Criminal offences
 - Breaches of legal obligations
 - Health and safety risks, including risks to students, staff, or the public
 - Safeguarding failures or neglect
 - Environmental damage
 - Unethical or improper conduct
 - Deliberate concealment of any of the above
 - 2.3. This policy aims to:
 - Encourage staff to raise genuine concerns in good faith
 - Provide a clear process for reporting and investigating such concerns
 - Protect whistleblowers from detriment or victimisation
 - 2.4. Whistleblowing is distinct from personal grievances (e.g., bullying, discrimination, or workload issues), which should be raised through the Grievance or Complaints Policy.
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3. Legacy AP's Responsibilities

- 3.1. The Director of Legacy AP holds overall responsibility for ensuring this policy is implemented effectively.
 - 3.2. Legacy AP recognises that raising concerns can be difficult. The organisation will not tolerate any harassment, discrimination, or victimisation of anyone who raises a genuine concern.
 - 3.3. All concerns will be taken seriously, handled sensitively, and investigated fairly and promptly.
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4. How to Raise a Concern

- 4.1. Concerns should preferably be raised in writing, setting out the background and details (names, dates, and reasons for concern).
 - 4.2. Concerns may be raised with:
 - The **Director** (if the concern relates to general operations)
 - The **Designated Safeguarding Lead** (for safeguarding or welfare matters)
 - If the concern involves the Director, it should be raised with an **independent Trustee, partner school, or relevant external authority**.
 - 4.3. Staff may be accompanied by a trade union representative or colleague during any meeting about their concern.
 - 4.4. Concerns can be raised anonymously, though this may limit the ability to investigate fully.
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5. Internal Procedure

- 5.1. On receiving a concern, the Director or DSL will:
 - Acknowledge receipt within 10 working days
 - Conduct an initial assessment to determine whether further investigation is needed
 - Decide whether the concern should be handled internally or referred to an external body (e.g., police, Ofsted, or local authority)
- 5.2. The whistleblower will be informed of the outcome wherever possible, subject to legal and confidentiality constraints.

6. External Reporting

- 6.1. If a staff member feels unable to raise concerns internally or is dissatisfied with the response, they may report directly to an external “prescribed person,” including:
 - **Local Authority Designated Officer (LADO)**
 - **Ofsted**
 - **A Member of Parliament**
 - **National Audit Office**
 - **Secretary of State for Education**
- 6.2. External reporting should normally be made only when internal channels have been exhausted, unless there is a clear and compelling reason not to do so (e.g., serious health and safety risk or senior management involvement).

7. Untrue or Malicious Allegations

- 7.1. Staff who raise concerns in good faith will not be penalised if their concerns turn out to be unfounded.
- 7.2. However, making deliberately false or malicious allegations may result in disciplinary action.

8. Confidentiality

- 8.1. Legacy AP will protect the identity of any individual raising a concern wherever possible.
- 8.2. Anonymous concerns will be considered, but such cases may be harder to investigate effectively.

Appendix 1 – Whistleblowing Report Form

Name (optional):

Date:

Persons involved:

Summary of concern:

(Include relevant names, dates, and details)

Signed (if applicable):

Please send this form to the **Director** or **Designated Safeguarding Lead**.

If the concern relates to either of these individuals, the form should be sent to an **independent external contact** (e.g. Nominated Trustee, local authority representative or partner organisation).