



# YORKSHIRE WOLDS TEACHER TRAINING

## Whistleblowing Policy and Procedure

### Version 1.1

<p><b>Important:</b> This document can only be considered valid when viewed on the YWTT portal. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	<p>Alison Fletcher (Director of YWTT)</p>
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<p><b>Target Audience:</b></p>	<p>YWTT trainees</p>
<p><b>Associated Documents:</b></p>	<p>Public Interest Disclosure Act 1998 Trust Disciplinary Policy and Procedure Expectations and Code of Conduct Trust and School Safeguarding Procedures Grievance Procedure Dignity and Respect Policy Health and Safety Policy Fraud Policy</p>

## Contents

	Page
Policy Statement	3
1. Scope	3
2. Roles and Responsibilities	3
3. Equality and Diversity	4
4. Principles	4
5. Whistleblowing Routes	5
6. Monitoring Compliance with and Effectiveness of this Policy and Procedure	5
7. Review	5

## **POLICY STATEMENT**

Our vision is to *inspire* each other and our students so each of us *aspires* to reach a potential which is not limited but is given wings by creativity and a shared sense of purpose.

Our core purpose is to prepare trainees to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our trainees will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our trainees with a wide range of teaching and learning strategies as well as the inter-personal skills required to motivate and inspire students.

Yorkshire Wolds Teacher Training is committed to developing its trainees into excellent teachers through a creative, effective and rigorous programme underpinned by supportive and highly experienced teacher educators. Our aim is to create models of outstanding practice across the partnership and to meet the needs of our partner institutions as well as training the school leaders of the future.

YWTT are fully committed to an ethos of openness, accountability and transparency, where trainees are encouraged to voice any concerns they have in a professional, responsible, effective way. It is important to the organisation that issues such as suspected fraud, misconduct or wrongdoing is reported and properly dealt with. All individuals are therefore encouraged to raise any concerns they may have about the conduct of others at YWTT and the schools it works with or the way in which the organisation is run. This policy details the way in which individuals may raise concerns they have and how those concerns will be dealt with.

### **1. SCOPE**

This policy applies to all YWTT trainees.

### **2. ROLES AND RESPONSIBILITIES**

The Yorkshire Wolds Teacher Training Executive Board is responsible for monitoring the effectiveness of this policy, ensuring that an appropriate framework is in place to enable trainees to raise concerns.

The Director of Yorkshire Wolds Teacher Training (YWTT) is responsible for ensuring that trainees and others do not suffer a detriment in the application of this policy and procedure. The Director of YWTT will also ensure that:

- Any individual who makes a disclosure of wrongdoing or malpractice in good faith is protected against victimisation
- Anyone who victimises a whistleblower will be subject to the YWTT's Disciplinary Policy and Procedure
- Any matters raised will be treated seriously, swiftly, consistently, fairly and professionally
- Any matter raised will be promptly and thoroughly investigated by an appropriate senior person
- The whistleblower's identity will, so far as is possible, remain confidential
- Any trainee who knowingly makes false allegations against a colleague will be subject to the YWTT's Disciplinary Policy and Procedure
- Any trainee who, in good faith, makes allegations that turn out to be unfounded will not be penalised for being genuinely mistaken.

The Director of YWTT is responsible for ensuring that all YWTT trainees are aware of this policy. The YWTT team will also ensure that:

- the policy is implemented fairly and consistently
- whistleblowers are treated with dignity and respect and offered access to appropriate support
- whistleblowers are encouraged to access additional support via their trade unions and the employee assistance programme

**YWTT leaders and managers** must ensure they deal with whistleblowing issues swiftly, respectfully, thoroughly and professionally, whilst upholding confidentiality as far as possible.

All **YWTT trainees** have a responsibility for raising any concerns they have, thus providing the organisation with the opportunity to resolve any issues that arise. It is expected that wherever possible, trainees should raise concerns prior to malpractice or wrongdoing occurring. However, where this isn't possible, it is expected that trainees should raise concerns at the earliest opportunity in line with this policy and procedure.

### **3. EQUALITY AND DIVERSITY**

YWTT is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

### **4. PRINCIPLES**

Trainees should ensure they have an awareness and understanding of the importance of preventing and eliminating wrongdoing. Trainees should be watchful for illegal or unethical conduct and report anything of that nature to the Director of YWTT. Any matter raised under the procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be shared with the trainee who raised the issue. The law provides protection for people who raise legitimate concerns about specified matters and these are called qualifying disclosures. A qualifying disclosure is one made in the public interest by someone who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach 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 the trainee to have proof that such an act is being, has been, or is likely to be, committed – a reasonable belief is sufficient. The trainee has no responsibility for investigating the matter as it is the organisation's responsibility to ensure that an investigation takes place.

No trainee will be victimised for whistleblowing. This means that the opportunities for learning and development will not be prejudiced because he/she has raised a legitimate concern.

Victimisation of a trainee for whistleblowing will be viewed as a disciplinary offence. If misconduct is discovered as a result of any investigation under this procedure, the YWTT's Disciplinary Policy and Procedure may be used in addition to any appropriate external measures. Maliciously making a false allegation will be viewed as a disciplinary offence.

## **5. WHISTLEBLOWING ROUTES**

In the first instance, unless the individual reasonably believes the Director of YWTT to be involved in the wrongdoing, any concerns should be raised with the Director of YWTT. If he/she believes the Director of YWTT is involved, the individual should report the matter to the Education Alliance Director of Human Resources.

If appropriate, the Director of YWTT will undertake a preliminary investigation and must then discuss the matter with the Education Alliance Human Resources Department and/or the CEO. A more thorough investigation may then be undertaken as appropriate. This will include an interview and statement from the individual who raised the issue(s), potentially other witness statements alongside the collation of any relevant evidence. The Director of YWTT investigating the issue will report to a panel made up of representatives from the YWTT Executive Board which will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the Director of YWTT will investigate the matter. On conclusion of any investigation, the individual will be advised of the outcome of the investigation (including the actions that the YWTT Executive Board has either taken or intends to take). If no further action is to be taken, the rationale for this decision will be shared with the individual. If the individual reasonably believes that appropriate action has not been taken, he/she should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made, including:

- HM Revenue and Customs
- Financial Conduct Authority
- Competition and Markets Authority
- Health and Safety Executive
- Environment Agency
- Independent Office for Police Conduct
- Serious Fraud Office

Whistleblowers can also make a disclosure to Ofsted by telephone (0300 123 3155), via email ([whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)) or in writing to: WBHL, Ofsted Piccadilly Gate Store Street Manchester M1 2WD. The Department for Education is also a prescribed body for whistleblowing in education.

## **6. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY AND PROCEDURE**

Effectiveness and compliance of this Policy and Procedure will be monitored via the reporting and auditing of case resolution as issues arise.

## **7. REVIEW**

This Policy and Procedure will be reviewed within two years of the date of implementation.