



WHISTLEBLOWING POLICY

Introduction

TRACKS autism expects the highest standards of conduct from all employees and will treat seriously any concern that an employee may have about illegal or improper conduct.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Principal any serious impropriety or breach of procedure.

What is the purpose of this procedure?

This procedure is designed to enable employees to notify the Principal of any reasonable suspicion of illegal or improper conduct. Where the concerns are about safeguarding children or young people, TRACKS Designated Senior Person for Child Protection should be notified.

It is a procedure in which the Principal will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the TRACKS disciplinary procedure.

Concern about a colleague's professional capability should not be dealt with using this procedure.

When should it be used?

This procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation. Employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Employees must act in good faith and must have reasonable ground for believing the information to be accurate.

No employee who uses this procedure in good faith will be penalised for doing so. TRACKS will not tolerate harassment and/or victimisation of any employee raising concerns.

An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact any member of the Trustees or Chair for advice.



Mechanism for Raising Concerns.

Where the issue concerns the Principal, or having made your report, you believe she has failed to take the appropriate action, you should bring it to the attention of Chair of Trustees.

Depending on the nature of the concern, the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.

Employees who want to use the procedure but feel unsure about it may wish to bring a friend (or trade union representative) along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested, efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern, the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

What should be done if an issue is raised with a member of staff?

If a member of staff (other than the Principal) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter with the Principal.

Examples of Illegal and/or improper conduct

Fraudulent or improper use of the Tracks money or assets.

Dangerous practices at work.

Corruptly receiving a gift or advantage.

Allowing private interests to override the interests of TRACKS.



Safeguarding children and young people

All employees have a duty to report concerns about the safety and welfare of pupils/students.

Concerns about any of the following should be reported to TRACKS designated Child Protection Lead:-

- Physical abuse of a pupil/student
- Sexual abuse of a pupil/student
- Emotional abuse of a pupil/student
- Neglect of a pupil/student
- An intimate or improper relationship between an adult and a pupil/student

TRACKS safeguarding leads are: Jane Wagstaff-Smith and Rebecca Lawson

The reason for the concern may be the actions of a colleague (including a more senior colleague), a governor, another pupil/student or someone outside of TRACKS.

The reason for the concern may be the actions of a colleague (including a more senior colleague), a Trustee, another pupil/student or someone outside the childcare centre. Whatever the reason, concerns must be reported.

This policy was adopted by TRACKS autism *(name of provider)*

On Sept 2022 *(date)*

Date to be reviewed As required *(date)*

Signed on behalf of the provider

Name of signatory Mervyn Terrett

Role of signatory (e.g. chair, director or owner) Chairman

