



Principal

CONCERN AT WORK (WHISTLE BLOWING) DISCLOSURE FORM – SCHOOL BASED STAFF

Making a concern at work disclosure (whistleblowing)

This form is intended for use by any individual working in a school (including contractors, agency workers and volunteers) who wish to raise an issue about wrongdoing.

This form should be used to report wrongdoing within the school (for example misconduct of a child protection nature, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the school's concern at work (whistle blowing) policy or grievance procedures, please read the schools' policy, which provides an example of the issues that should be reported using this form. If, having read the policy and you remain unsure about which procedure to use, please consult the Principal (Louise Smith) for further advice. If you are implicating the Principal then you should contact your Chair of Governors (Nigel Spencer).

Once you have submitted this form, the school's concern at work (whistleblowing) procedure will be invoked. This will result in an investigation, which will not involve anyone you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the School will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to the Principal at the school address or to the Chair of Governors if you are implicating the Principal in an envelope marked "confidential" or sent as an email with "confidential" in the subject line.

Formal concern at work disclosure (whistleblowing)

Employee's name:

Employee's job title:

Date:

Does your concern at work disclosure relate to the Principal?

Yes/No

Summary of disclosure:

Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.

Individuals involved:

Please provide the names and contact details of any people involved in your concerns, including witnesses.

Outcome requested:

Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.

Declaration:

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the school taking disciplinary action against me.

Form completed by:**Name (please print)****Signature:****For completion by the Principal or Chair of Governors if Principal is implicated.****Date form received by the Principal or Chair of Governors if Principal is implicated:****Name of recipient and job role:****Signature:****June 2016**