



Trust-Education Group Ltd

Whistleblowing Policy

Introduction

Trust-Education Group Ltd is committed to maintaining the highest standards of ethics, integrity, transparency, and accountability in all aspects of school life

The school recognises the importance of providing clear and accessible procedures for staff, volunteers, contractors, and individuals connected with the school to raise concerns about malpractice, wrongdoing, unsafe practice, illegal activity, or safeguarding concerns without fear of retaliation

Trust-Education Group Ltd promotes a culture where concerns are welcomed, listened to, and acted upon appropriately

This policy outlines the procedures and protections available for individuals who raise genuine concerns in accordance with legislation, government guidance, safeguarding expectations, and Ofsted requirements

Purpose Of The Policy

The purpose of this policy is to:

- Encourage individuals to raise concerns at the earliest opportunity
- Ensure concerns are taken seriously and investigated appropriately
- Protect whistleblowers from victimisation, harassment, or detriment
- Promote openness, honesty, transparency, and accountability
- Support effective safeguarding practice
- Ensure compliance with the Public Interest Disclosure Act 1998
- Support the expectations of Keeping Children Safe in Education 2026

Scope

This policy applies to:

- Current employees
- Former employees

- Teaching staff
- Non-teaching staff
- Supply staff
- Agency workers
- Volunteers
- Contractors
- Visitors
- External professionals
- Individuals working with or connected to Trust-Education Group Ltd

This policy covers concerns relating to matters in the public interest including:

- Financial malpractice or fraud
- Breach of legal duties
- Breach of statutory or professional responsibilities
- Miscarriage of justice
- Health and safety concerns
- Environmental risks
- Safeguarding concerns
- Abuse or neglect of pupils
- Unsafe practice
- Deliberate concealment of information relating to wrongdoing

Personal grievances such as bullying, harassment, or employment disputes should normally be addressed through the Trust-Education Group Ltd Grievance Procedure unless they involve safeguarding concerns or are matters of wider public interest

Legislative Framework And Guidance

This policy aligns with:

- Public Interest Disclosure Act 1998
- Keeping Children Safe in Education 2026
- Department for Education whistleblowing guidance
- Working Together to Safeguard Children
- Ofsted safeguarding inspection expectations
- Education and Skills Funding Agency guidance where applicable
- UK GDPR and Data Protection Act 2018

Trust-Education Group Ltd recognises that all staff have a responsibility to report concerns relating to safeguarding, pupil welfare, professional conduct, and unsafe practice

Principles

Trust-Education Group Ltd is committed to ensuring:

- Concerns are treated seriously
- Concerns are investigated promptly and fairly
- Confidentiality is maintained wherever possible
- Whistleblowers are protected from detriment
- Individuals can raise concerns without fear
- Appropriate action is taken where wrongdoing is identified
- Learning from concerns contributes to improvement

The school will not tolerate:

- Victimisation
- Harassment
- Intimidation
- Retaliation against individuals raising genuine concerns

Any attempt to disadvantage a whistleblower may result in disciplinary action

Raising A Concern

Anyone with a concern should raise it as soon as possible

Concerns may be raised:

- Verbally
- In writing
- Through safeguarding reporting procedures where appropriate

Individuals should provide:

- A clear description of the concern
- Relevant dates and times
- Names of individuals involved
- Supporting information or evidence where available
- The reason for raising the concern

Internal Reporting Procedures

Concerns should normally be raised with:

- Line manager
- Co-Headteacher
- Designated Whistleblowing Officer

The Designated Whistleblowing Officer is:

Melissa Wainman

Where the concern relates to:

- The Co-Headteachers
- Senior leaders
- The Designated Whistleblowing Officer

The concern should be raised with the Proprietor or appropriate external body

Safeguarding Concerns

Where a concern relates to:

- Child protection
- Abuse
- Neglect
- Unsafe practice
- Conduct of an adult working with children

The concern must be reported immediately through safeguarding procedures

The Designated Safeguarding Leads are:

Janette Balshall
Laura Wilding
Ashleigh Haynes

The Deputy Designated Safeguarding Leads are:

Melissa Wainman
Katie Everson

Safeguarding concerns will be managed in line with:

- Trust-Education Group Ltd Safeguarding and Child Protection Policy
- Keeping Children Safe in Education 2026
- Local safeguarding procedures

Confidentiality And Anonymity

Individuals may raise concerns anonymously

However, providing contact details may allow the school to:

- Clarify information
- Provide updates
- Offer support
- Complete a more effective investigation

Trust-Education Group Ltd will make every effort to protect confidentiality

Information will only be shared:

- With individuals who need to know
- Where required by law
- Where necessary to protect children or others

External Reporting Routes

Individuals may contact external organisations where:

- They do not feel able to raise concerns internally
- Their concerns have not been addressed appropriately
- They believe external involvement is required

External routes may include:

Ofsted

For concerns relating to safeguarding, pupil welfare, or school standards

Department For Education

For concerns relating to education provision or statutory responsibilities

Education And Skills Funding Agency

For concerns relating to financial management or governance matters

Local Authority Designated Officer

For safeguarding concerns regarding adults working with children

Protect

An independent whistleblowing advice organisation

How Concerns Will Be Managed

Once a concern is raised:

- Receipt of the concern will be acknowledged as soon as possible
- An initial assessment will be completed
- The appropriate investigation process will be identified
- Relevant individuals will be informed where appropriate
- Confidentiality will be maintained

Investigations may:

- Be completed internally
- Be referred to external agencies
- Involve safeguarding procedures
- Lead to disciplinary procedures
- Require further action to protect pupils or staff

The whistleblower will be updated wherever possible, taking account of confidentiality and data protection requirements

Timescales

Trust-Education Group Ltd aims to:

- Acknowledge concerns within five working days
- Begin appropriate action promptly
- Provide updates where possible
- Complete investigations as quickly as circumstances allow

Timescales may vary depending on:

- Complexity of the concern
- Number of individuals involved
- External agency involvement
- Safeguarding requirements

Protection For Whistleblowers

Trust-Education Group Ltd is committed to protecting individuals who raise concerns in good faith

No individual will experience:

- Harassment
- Victimisation
- Disadvantage
- Unfair treatment

Support may include:

- Access to a trusted member of staff
- Pastoral support
- Wellbeing support
- Trade union support where applicable

Where concerns are deliberately false, malicious, or made with the intention of causing harm, appropriate action may be taken

Responsibilities

Staff And Volunteers

Staff and volunteers must:

- Report concerns promptly
- Follow safeguarding procedures
- Raise concerns about unsafe practice
- Maintain confidentiality

Leaders And Managers

Leaders and managers must:

- Take concerns seriously
- Ensure appropriate action is taken
- Maintain confidentiality
- Support individuals raising concerns

Designated Whistleblowing Officer

The Designated Whistleblowing Officer will:

- Oversee whistleblowing procedures
- Ensure concerns are investigated appropriately
- Maintain confidential records
- Monitor outcomes

Proprietor

The Proprietor will:

- Monitor policy effectiveness
- Ensure regulatory compliance
- Review significant concerns
- Support improvement actions

Training And Communication

All staff and volunteers will receive information regarding this policy through:

- Induction
- Safeguarding training
- Staff updates
- Professional development

The policy will be:

- Available to staff
- Available on the school website
- Included within relevant school documentation

Record Keeping And Monitoring

Trust-Education Group Ltd will maintain confidential records of:

- Whistleblowing disclosures
- Investigations
- Actions taken
- Outcomes

Records will be:

- Securely stored
- Accessed only by authorised individuals
- Managed in accordance with UK GDPR and Data Protection Act 2018

The Co-Headteachers will monitor themes and learning from concerns raised

Policy Approval And Review

This policy will be reviewed annually or sooner where required due to:

- Changes in legislation
- Updated statutory guidance
- Safeguarding reviews
- Organisational changes
- Quality assurance findings

The policy will be approved by Trust-Education Group Ltd leadership and the Proprietor

Contact Details

Designated Whistleblowing Officer

Melissa Wainman

Co-Headteachers

Melissa Wainman

Katie Everson

Designated Safeguarding Leads

Janette Balshall

Laura Wilding

Ashleigh Haynes

Deputy Designated Safeguarding Leads

Melissa Wainman

Katie Everson

Chair Of Governors

Matthew Embley

Ofsted Whistleblowing Hotline

0300 123 3155

Education And Skills Funding Agency

0370 000 2288

Trust-Education Group Ltd is committed to ensuring that everyone connected with the school feels confident and protected when raising genuine concerns and that all matters are handled professionally, fairly, and with the highest regard for safeguarding and pupil welfare

Policy Lead	Melissa Wainman Proprietor
Date:	1st September 2026
Policy Review Date:	1st September 2027
Version:	1
Approval:	Matthew Embley Chair of the Governing Body

