



Hamwic Education Trust

Whistleblowing Policy

Head of HR

September 2023

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1.	Introduction	3
2.	Who is responsible for this policy?	3
3.	Equal Opportunities	3
4.	What is whistleblowing?	4
5.	Raising a whistleblowing concern	4
6.	Confidentiality	5
7.	Investigation and outcome.....	5
8.		

1. Introduction

1.1 Hamwic Education Trust is committed to operating with honesty and integrity, and expects all employees

9. External disclosures

9.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases an individual should not find it necessary to alert anyone externally.

9.2 The law recognises that in some circumstances it may be appropriate to report concerns to an external body such as a regulator. Individuals are encouraged to seek advice before reporting a concern to anyone external. The independent whistleblowing charity, Protect, operates a confidential helpline. They also have a list of prescribed regulators for reporting certain types of concern. Their contact details are at the end of this policy.

9.3 Whistleblowing concerns usually relate to the conduct of employees, but they may sometimes relate to the actions of a third party, such as a parent, supplier or service provider. In some circumstances the law will protect an employee if they raise the matter with the third party directly. However, employees are encouraged to report such concerns internally first, in line with this policy. Employees should contact their line manager or the Head of HR in the first instance.

10. Protection and support for whistleblowers

10.1 It is understandable that whistleblowers are sometimes worried about possible repercussions. The Trust aims to encourage openness and will support an employee who raises genuine concerns under this policy, even if they turn out to be mistaken.

10.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a concern. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If an employee believes that they have suffered any such treatment, they should inform their line manager or the Head of HR immediately. If the matter is not remedied they should raise it formally using our Grievance Policy.

10.3 Whistleblowers must not be threatened or retaliated against in any way. If a fellow employee is involved in such conduct they may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue the fellow employee personally for compensation in an employment tribunal.

11. Contacts

11.1 Internal Contacts

Concern	Contact	Telephone Number	Email
Initial Concern	Raise with line manager		
Line manager to raise concern with Head of HR	Head of HR Bev Collins	023 8078 6833	beverley.collins@hamwic.org
Line manager to raise concern with Deputy CEO in the absence of Head of HR	Deputy CEO Gemma Carr	023 8078 6833	gemma.carr@hamwic.org

13. Recording and Monitoring

The Trust will maintain a register containing all concerns that are brought to its attention. The Trust will review the register and produce an annual report for the Board. The report will include a summary of the concerns raised, to which school they related, the post to which the concerns related (if not confidential) and any lessons learned. The report will not include any employee names. The aim of this is to ensure that:

The Trust and/or the relevant schools learns from mistakes so they are not repeated,
and
Consistency of approach across the organisation.

Links to other policies and documents:

Code of Conduct
Complaints Policy
Child Protection Policy
Disciplinary Policy
Grievance Policy