



Joanna
Gardner
Head of
Education

WHISTLEBLOWING PROCEDURE

Whistleblowing Procedure: Projection Education

A. Introduction

1. Projection Education is required to have appropriate procedures in place for handling whistleblowing and for ensuring staff know who they can contact if they wish to raise a concern.
2. This document explains the types of concerns that can be raised, the legal protection for whistleblowers, and how concerns will be handled.
3. This procedure applies to all employees of the provision, supply staff, and agency workers.
4. As an SEMH alternative provision, we recognise that staff may witness complex situations; this policy ensures a safe route to report concerns regarding pupil safety, financial probity, or staff conduct.
5. Where the Headteacher is subject to these procedures, the matter will be managed by the Proprietor.

B. Policy Statement

6. Projection Education is committed to the highest possible standards of:
 - a. Openness and Inclusiveness
 - b. Accountability
 - c. Integrity
7. Aim: To encourage staff to report suspected wrongdoing promptly, knowing their concern will be taken seriously and their confidentiality respected. We reassure staff that genuine concerns made in the public interest can be raised without fear of reprisals.

C. What is Whistleblowing?

8. Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to the provision's activities.
9. To be protected, the disclosure must be in the public interest (affecting pupils, the public, or the school community). Qualifying disclosures include:
 - a. Criminal offences (e.g., fraud or theft)
 - b. Failure to comply with a legal obligation

- c. Miscarriages of justice
- d. Danger to the health and safety of any individual
- e. Damage to the environment
- f. Deliberate concealment of any of the above.

D. Legal Protection for Whistleblowers

- 10. Whistleblowers are protected by law under The Public Interest Disclosure Act 1998.
- 11. The Head and Proprietor will provide all reasonable protection for those who raise concerns in the public interest.
- 12. Support will be offered to both the person raising the concern and any worker against whom allegations are made.

E. Procedure for Raising a Concern

Step 1: Deciding who to report to

- **Internal:** You should normally raise concerns with your Line Manager or the Head of education. If the concern involves the Head of education, contact the
- Proprietor
- **External:** If you feel you cannot report internally, you can contact Suffolk County Council's Whistleblowing line or the relevant Director of Children's Services (see Annex 1).

Step 2: Initial Response

- The person receiving the concern will notify the Proprietor and the provision's HR Provider.
- Within 10 working days, you will receive a written response indicating how the matter will be dealt with, an estimated timeframe, and available support.

Step 3: Investigation

- Initial enquiries will determine if an investigation is appropriate.
- Investigations may involve:
 - Internal investigation by the Head of education or the Proprietor.
 - Referral to the Suffolk Local Authority Designated Officer (LADO) if it involves safeguarding.
 - Referral to the Police or External Audit.

Step 4: Outcome

- You will be informed of the outcome in writing, subject to legal constraints and confidentiality.

Annex 1: Contact List for Projection Education & Suffolk

Contact Role	Name/Detail	Contact Information
Headteacher	Jo Gardner	Jgardner@projection-edu.co.uk
Proprietor	Will Harvey	Wharvey@projection-edu.co.uk
Suffolk LADO	Local Authority Designated Officer	0300 123 2044 / LADO@suffolk.gov.uk
Suffolk County Council	Whistleblowing Line	01473 260394
HR Advice	tbc	tbc

Annex 2: External Bodies

- **Ofsted:** 0300 123 3155 | whistleblowing@ofsted.gov.uk
- **Protect (Whistleblowing Charity):** 020 3117 2520 | www.protect-advice.org.uk
- **NSPCC Whistleblowing Advice Line:** 0800 028 0285
- **Department for Education (DfE):** Use the online contact form at Gov.uk.