

Policy for:

Whistleblowing Policy



Committee: Finance and Personnel

Document Control

A. Confidentiality Notice

This policy document has been approved by the Governing body of St. Modwen's Catholic Primary School and is intended for internal and /or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorising Committee.

B. Document Details

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THE ARCHDIOCESE *of* BIRMINGHAM

Whistleblowing Policy

1. Policy Statement

- 1.1 In fulfilling its mission, The Birmingham Diocesan Trust (“BDT”) upholds high standards of professional and personal conduct. BDT respects the intrinsic dignity of every person and creates relationships of mutual respect with all people regardless of race, gender, religion, sexual orientation, age, ability or beliefs. BDT also commits to be a good steward of the resources entrusted to it, including environmental resources, and to be transparent in, and accountable for its work.
- 1.2 BDT’s Staff Code of Conduct makes explicit commitments that the personal and professional conduct of anyone who carries out work for, or represents BDT, is, and is seen to be, of the highest standards. BDT recognises that sometimes its values, and requirements on conduct, may not be upheld to the standard expected. If this is the case, BDT wants to be informed and will, where possible, take action to try to put things right and improve its quality and effectiveness. BDT is committed to ensuring the accessibility of its Whistleblowing Policy across the breadth of its work.
- 1.3 BDT welcomes concerns being raised by its workforce (post-holders, paid employees and volunteers). BDT also welcomes concerns being raised by individuals on behalf of another person if they have been asked to do so for reasons such as a fear of repercussions, safety concerns or language barriers.
- 1.4 BDT, its Trustees, employees, volunteers and clergy are committed to:
 - Conducting themselves ethically, with honesty and integrity.
 - The highest possible standards of openness, probity and accountability.
 - Good practice and high standards regardless of their role; and
 - Being supportive of each other.

2. Policy Scope

- 2.1 This policy aims to help employees, workers, post-holders and volunteers (“whistleblowers”) to raise with confidence any serious concerns (including safeguarding issues) they may have about Trustees, employees, volunteers or members of the clergy, or with how BDT operates, without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.
- 2.2 Anonymous concerns will always be considered but it may not be possible to fully investigate or resolve matters where they cannot be dealt with openly. If a whistleblower does not disclose their identity, we may be unable to protect them

under the Public Interest Disclosure Act, should someone guess their identity. We will also be unable to provide any feedback on the matter raised.

- 2.3 This policy is written in the context of raising a concern of public interest.
- 2.4 The Public Interest Disclosure Act 1998 (known as the 'Whistleblowers Act') protects employees, workers, post-holders and volunteers against any detrimental treatment or dismissal if, in the interest of the public, they disclose to the BDT matters concerning the conduct of the BDT and its personnel that would normally be regarded as confidential.
- 2.5 This policy does not apply to any grievance that an employee or volunteer may have about his/her own employment/engagement for which the BDT has already established statutory procedures to enable them to seek redress.
- 2.6 Public interest concerns can cover serious or sensitive issues about wrongdoings such as:
 - a criminal offence
 - a safeguarding issue
 - a failure to comply with any legal or regulatory obligation
 - a miscarriage of justice
 - health and safety risks
 - damage to the environment (or its concealment)
 - fraud or corruption; and
 - unauthorised use/misuse of the Trust's finances or other resources

3. Application

- 3.1 It is not necessary for the whistleblower who raised the concern(s) to prove the wrongdoing that is alleged.
- 3.2 However, if a whistleblower knowingly or maliciously makes an untrue allegation (for example to cause disruption), the BDT reserves the right to take appropriate action against them.
- 3.3 Whistleblowers should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.
- 3.4 This policy should not be used when the issue relates to an employment issue. These issues should be dealt with through BDT's Grievance Procedure.

4. How to Raise a Concern

- 4.1 In the first instance, all whistleblowing concerns should be emailed to: whistleblowing@rcaob.org.uk or write to Whistleblowing, c/o Treasurer's Office, Cathedral House, St Chad's Queensway, Birmingham B4 6EX.
- 4.2 Your concern will be acknowledged and passed onto an appropriate person to investigate, within seven days.

4.3 The concern(s) can be referred to the Charity Commission at any stage. However, the Charity Commission requires whistleblowing issues to be made to the BDT in the first instance, unless there is a reason why this could not be done. Further information about the role of the Commission can be found on their website – see link below.

[gov.uk/government/organisations/charity-commission](https://www.gov.uk/government/organisations/charity-commission)

4.4 Whistleblowers are encouraged to raise their concern(s) in writing where possible, setting out the background and history of their concern(s) (giving names, dates and places where possible) and indicating the reasons for their concerns.

4.5 Whistleblowers may wish to seek assistance in preparing their written submission. Such assistance may be from a representative from their trade union. The nominated colleague may, if the whistleblower desires, raise the concern on their behalf.

4.6 If a potential whistleblower is unsure whether to use this policy or they want independent advice at any stage, they can contact Protect, an independent charity that specialises in supporting individuals with concerns. Protect can be contacted either via their website protect-advice.org.uk or on 020 3117 2520.

4.7 Disclosures made to a legal advisor while obtaining legal advice will be protected under the Public Interest Disclosure Act 1998.

4.8 If the whistleblower reasonably believes that the matter relates wholly or mainly to the conduct of a person or a body other than BDT or any other matter for which a person or a body other than BDT has legal responsibility, the disclosure should be made to that other person or body.

5. Protecting The Individual Raising the Concern

5.1 BDT will take appropriate action to protect the whistleblower from any harassment, victimisation or bullying. Whistleblowers who raise a genuine concern(s) under this policy will not be at risk of losing their post, job or being asked to leave their voluntary role, nor will it influence any unrelated disciplinary action or redundancy procedures (employees only).

5.2 The matter will be treated confidentially and the whistleblower's name or position will not be revealed without their permission unless BDT must do so by law. If, in other circumstances, the concern(s) cannot be resolved without revealing the whistleblower's identity, the investigating officer will discuss this with them. If the whistleblower agrees for their identity to be disclosed this agreement will be confirmed with them in writing.

5.3 To support employees, workers, post-holders and volunteers with any whistleblowing concerns we have in place an agreement providing support from Protect, the UK's whistleblowing charity.

Protect aim to stop harm by encouraging safe whistleblowing. They have a free, confidential advice line that supports more than 3,000 whistleblowers each year who have seen malpractice, risk, or wrongdoing in the workplace.



Advice line number 0203 1172520 for free, confidential whistleblowing advice.

6. How The Trust Will Deal with The Concern

- 6.1 How the concern(s) is dealt with will depend on what it involves. If further enquiries and/or investigation are required, an appropriate person such as an external auditor or an independent investigator will be appointed to investigate the concern(s).
- 6.2 Within ten working days of receipt of the concern, the investigating officer will write to confirm the details of the concern and that an investigation will take place.
- 6.3 If the concern(s) relates to a Trustee, the Chair of Trustees will be informed about it. If the concern(s) relates to a member of the clergy, the Vicar General will be informed of it. Should the concern(s) relate to the Chief Operating Officer the Chair of the Workforce and Remuneration Sub-committee will be notified about it. If the concern(s) relates to a potential safeguarding issue it will automatically be forwarded to the Head of Safeguarding.
- 6.4 If a meeting is needed, it may be arranged off site if desired, and a union representative or a friend may accompany the whistleblower. It may be necessary for the whistleblower to subsequently give evidence in disciplinary or criminal proceedings.
- 6.5 BDT will give the whistleblower feedback on the progress and outcome of any investigation wherever possible, subject to third party rights. This will include details on their right to lodge an appeal.
- 6.6 Although records will need to be kept as the enquiries progress, these will be anonymous.
- 6.7 There can be no prescribed time limits for completion of the investigative process, but it will obviously be in the interests of all concerned if the issue is resolved without delay.
- 6.8 If the whistleblower has any concerns about the way in which the investigation is being handled, then he/she should raise this with the designated investigating officer in the first instance. If the concern remains unresolved then the whistleblower may contact the Trustee identified in Section 7 with his/her concerns.
- 6.9 Subject to any relevant legal constraints, the whistleblower will be informed of the action to be taken. If the whistleblower does not agree with the outcome, then he/she will have seven days in which to make his/her concerns known. This should be done by emailing whistleblowing@rcaob.org.uk and the matter will be taken to the appeal stage, in accordance with the process as set out in Section 8.

- 6.10 If the concern(s) are not proven by an investigation, the matter will be closed. Employees, workers, post-holders and volunteers will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.
- 6.11 If the concern(s) are proven, the investigating manager may refer the matter on for further action under the relevant policy or procedure.

7. Monitoring The Effectiveness of The Policy

- 7.1 The Board has appointed a Trustee who is responsible for ensuring any concerns raised is dealt in accordance with this procedure. This Trustee is:
Jacqui Francis (email: jacqui.francis@rcaob.org.uk)

8. Appeal Process

- 8.1 The whistleblower has ten (10) (working) days from notification of the outcome in which to lodge an appeal. In lodging an appeal, the whistleblower should provide the reason(s) why they consider the outcome to be unsatisfactory.
- 8.2 There are two stages to the appeal process:
- 8.2.1 **Stage 1:** The case will be reviewed by the Vicar General if the concern(s) relates to a member of the clergy, liturgical or other aspects of parish life. The Chief Operating Officer will review all other issues.
- 8.2.2 If the concern(s) relates to the Vicar General, the Archbishop will nominate another senior cleric with no previous involvement in the process to review the case.
- 8.2.3 If the concern(s) relates to the Chief Operating Officer, the Chair of Remuneration and Workforce Committee will nominate the Chair of another sub- committee with no previous involvement in the process to review the case.
- 8.2.4 The whistleblower will be informed of the outcome of the appeal within 30 days wherever possible. If it is not possible to respond within this time, the whistleblower will be informed as to the reasons why and given a revised time for stage 1 of the appeal process to be completed.
- 8.2.5 If the whistleblower remains dissatisfied with the outcome from Stage 1, they have 10 days from the date of notification of the outcome from Stage 1 in which to lodge an appeal, stating the reasons why they consider the outcome to be unsatisfactory.
- 8.2.6 **Stage 2:** If the whistleblower remains dissatisfied with the outcome from Stage 1 it will be referred to a panel of two Trustees and one senior officer, who have had no previous involvement for a final review.
- 8.2.7 The whistleblower will be informed of the outcome of the Stage 2 appeal within 30 days wherever possible. If it is not possible to respond within this time, the complainant will be informed as to the reasons why and given a revised time for stage 2 of the appeal process to be completed.

8.3 There are no further internal stages after Stage 2.

8.4 If the whistleblower remains concerned, they can raise their concern(s) with the Charity Commission – see Section 4, paragraph 4.1.3.

9. Queries

9.1 Queries/questions regarding the application of this policy should, in the first instance be directed to the Trust at whistleblowing@rcaob.org.uk

10. Retention Of Investigation Reports

10.1 A record of the concern, the investigation and the outcome will be retained in accordance with the BDT's General Data Protection Regulations procedure for a period of 52 (calendar) weeks from the date of the final confirmation of the outcome.

APPENDIX: CONTACT DETAILS

Email: whistleblowing@rcaob.org.uk

Write: Whistleblowing, c/o Treasurer's Office, Cathedral House, St Chads Queensway, Birmingham B4 6EX.

Impact Assessment Statement

| Name and job title of assessor | Human Resources & Communications Director | Assessment Date | April 2021 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Policy | | Whistleblowing Policy | |
| Does the policy or procedure affect one group more or less favourably than another on the basis of: | Yes or No | Comments | |
| Race or ethnic ground? | No | | |
| Gender, including transgender? | Yes | BDT is a faith-based charity; therefore it complies with the teachings of the Roman Catholic faith. | |
| Disability (this includes consideration in terms of impact to individuals with learning disabilities, autism or no those who may have a cognitive impairment or lack capacity to make decisions, for example about their care). | No | | |
| Religion of belief | Yes | BDT is a faith-based charity; therefore it complies with the teachings of the Roman Catholic faith. | |
| Sexual orientation | Yes | BDT is a faith-based charity; therefore it complies with the teachings of the Roman Catholic faith. | |
| Age | No | | |
| Would the public have a perception/concern about this policy or procedure regarding the potential for discrimination? | Yes | See comments re: <ul style="list-style-type: none">• Gender, including transgender• Religion or belief and• Sexual orientation | |

| VERSION CONTROL | | | |
|-------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Primary Location | Policy title | Version No. | Next Review date |
| Website | Whistleblowing Policy | 6 | January 2026 |
| Policy owner | | Data Compliance Manager | |
| Related Policies | | Complaints Policy Disciplinary Policy Grievance Policy Performance and Capability Policy Safeguarding Service Policy | |
| Stakeholder | | All Trustees, clergy, employees, volunteers of the Archdiocese of Birmingham. | |
| VERSION HISTORY | | | |
| Version No. | Date | Created/amended by (Name & job title) | Amendment |
| 1 | March 2016 | HR & Communications Director | New policy |
| 2 | February 2019 | HR & Communications Director | Policy updated/amended following review. |
| 3 | April 2021 | HR & Communications Director | Revision, inclusion of impact assessment statement. |
| 4 | January 2023 | Debbie Jones Data Compliance Manager | Technical and minor changes |
| 5 | November 2023 | Julia Hale HR & Admin Officer | Minor change to include Protect advise details and number. |
| 6 | February 2024 | Julia Hale HR & Admin Officer | Policy amended to clarify that this policy is for employees, workers, post-holders and volunteers. |