POLICY NUMBER: 2.12
OWNER: NATASHA HILTON
DATE OF ISSUE/LAST REVIEW: AUGUST 2025
REVIEW DATE: AUGUST 2026

WHISTLE BLOWING POLICY

RATIONALE

Park House English School encourages staff working for us to report any concerns about wrongdoing or dangers internally through the proper channels, and as early as possible, so that they can be investigated and resolved.

AIMS

The Whistleblowing Policy aims to:

- Set out PHES responsibilities and staff working for us in observing and upholding PHES position on whistleblowing
- To provide information and guidance to those working for us on how to recognise and deal with a member of staff's concern

PROCEDURES

Whistleblowing is when an employee reports suspected wrongdoing at work. Wrong doing may include:

- Someone's health and safety is in danger
- Damage to the environment
- A criminal offence
- Not obeying the law
- Covering up wrongdoing
- Misusing public funds (and in schools)
- Actions that negatively affect the welfare of children

ROLES ANDRESPONSIBILITIES

The Policy owner has delegated responsibility for oversight of the implementation of this Policy Statement, and is responsible for appropriate reporting under this Policy Statement to the ISP Board, which shall be a minimum of once a year.
The Principal on behalf of ISP Board will monitor the effectiveness of this Policy Statement through regular review, and via an internal audit process. This will include an annual review of this policy statement undertaken by the Principal.
All PHES and ISP Group employees in roles that may be impacted by whistleblowing must ensure that they read, understand, and comply with this Policy Statement and School Policies. The following roles are automatically

deemed to be impacted by whistleblowing:

- All PHES Staff
- All Regional team members

The Principal must ensure that appropriate training is put in place for relevant staff, appropriate to their role and in accordance with this policy.

Staff are required to avoid any activity that might lead to, or suggest, a breach of this Policy. If anyone is unclear on any aspect relating to the application of this Policy, they should seek guidance from Principal or PHES Designated Safeguarding Leads or the Designated Deputies.

KEY POLICY RESPONSIBILITES

We are committed to conducting our business with honesty and integrity, and we expect all staff to maintain high standards in accordance with our Code of Conduct

- All organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring and to address them when they do occur.
- If a member of staff has a genuine whistleblowing concern, they should report it in accordance with this policy.
- Whistleblowers should be assured a genuine whistleblowing concern will be taken seriously and investigated appropriately, and that their confidentiality will be respected.
- Whistle-blowers should be able to raise genuine concerns without fear of reprisals, even if they turn out to be mistaken.

REPORTING WHISTLE BLOWING

We hope that in most cases staff will raise their concern with the PHES DSL or DDSL This concern should be raised using the concern form in **Appendix 1**. However, where the matter is more serious, or the staff member feels that their DSL or DDSL has not addressed their concern, or the staff member prefers not to raise it with them for any reason, the staff member should inform the School Principal using the same concern for in Appendix 1 before escalating to the Regional Whistleblowing Officer, Mina Ansari mansari@ispschools.com .

- Any concerns raised by a whistleblower should be fully investigated and the outcome confirmed to the Principal and then the Regional Managing Director. The Regional Managing Director shall have discretion to determine what information should be provided to the whistleblower, and whether the whistleblower should be notified of the outcome.
- Whistleblowers should not suffer any detrimental treatment as a result of raising a genuine concern.
- If a whistle-blower makes false allegations maliciously or with a view to personal gain, the whistleblower maybe subject to disciplinary action in accordance with our Disciplinary Policy Statement and the Regions

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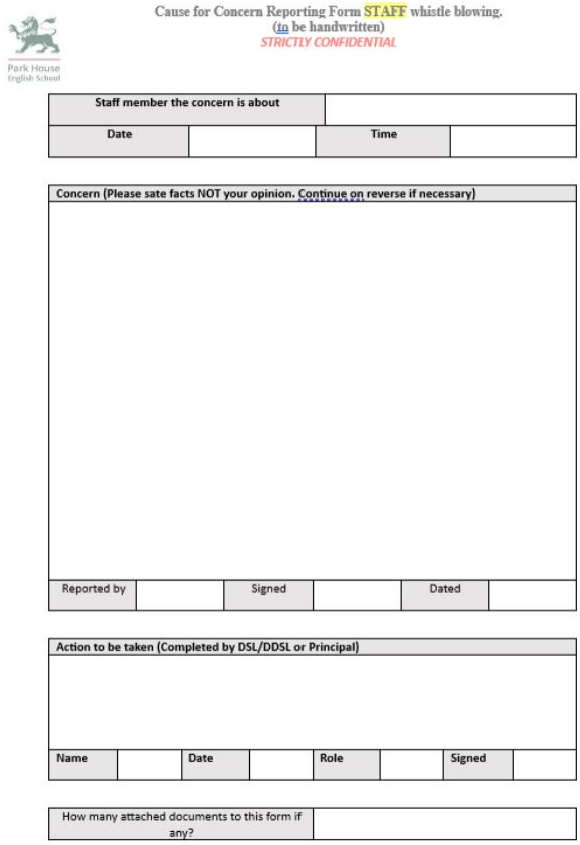
Disciplinary Policy Application Note.
• This Policy should not be used for complaints relating to a staff members own personal circumstances, such as the way they have been treated at work. In those cases, the staff member should follow our Grievance Policy.
• All records of concern will be kept on file regardless of the outcome of the investigation.
• Any concern that has been proven following an investigation will be recorded as such in any reference checks.

APPENDICES

Appendix 1- Whistle Blowing Reporting form.



Cause for Concern Reporting Form STAFF whistle blowing.
(to be handwritten)
STRICTLY CONFIDENTIAL

Park House English School

Staff member the concern is about			
Date		Time	

Concern (Please sate facts NOT your opinion. Continue on reverse if necessary)					
Reported by		Signed		Dated	

Action to be taken (Completed by DSL/DDSL or Principal)							
Name		Date		Role		Signed	

How many attached documents to this form if any?	

Whistle Blowing Reporting form can be downloaded from the whole school shared drive in the policies folder;
Paper copies can be obtained from the following places;

- Reception front desk
- Primary Head Office
- Primary Deputy Heads Office
- Secondary Assistant Heads Office