

WHISTLEBLOWING POLICY

Date of last review	March 2019	Date of next review	March 2022
Review period	Three years	Owner	Audit & Risk Committee
Policy type	Non-statutory		

This Whistleblowing Policy is designed to sit alongside Paradigm Trust's Child Protection Policy, Complaints Policy, Financial Code of Practice and Grievance Procedure.

1. Introduction and purpose.

1.1 The Directors and staff at Paradigm Trust (The Trust) operate all aspects of the Trust activities with full regard to high standards of conduct and integrity. Any suspected wrongdoing should be reported as soon as possible.

1.2. This policy covers all employees, directors, consultants, contractors, volunteers, interns, casual workers and agency workers. It is designed to provide a mechanism for the reporting of public interest disclosures, and to protect 'whistleblowers' from dismissal or unfair treatment as a result. It does not prescribe the process for investigating concerns raised under this policy since this may vary according to each case.

1.3. Throughout this policy, the term "whistleblower" denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense.

1.4. The Trust is committed to tackling any form of malpractice or other wrongdoing and treats these issues seriously. It is committed to a climate of trust and openness so that a person who has raised a concern in good faith can raise the matter with full confidence that the matter will be appropriately considered and resolved.

1.5. The provisions of this policy apply to matters of actual or suspected malpractice or other impropriety and not matters of more personal grievance that would be dealt with under the Trust's grievance procedures.

1.6 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What is Whistleblowing?

2.1. Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes:

- Bribery;
- facilitation of tax evasion;
- fraud;
- any other criminal activity;
- miscarriages of justice;
- breach of any legal obligation;
- danger to the health and safety of any individual;
- damage to the environment;
- the deliberate concealing of information about any of the above;
- concerns about the Safeguarding of Children under Keeping Children Safe in Education or

3. How to raise a concern

3.1. We hope that in many cases you will be able to raise any concerns with your Manager, Principal or Service Head. However, where you prefer not to raise it with your manager for any reason, you should contact the CEO or the Chair of the Audit and Risk Committee. If the concern relates to the CEO, you should contact the Chair of the Audit and Risk Committee. In the event that the concern relates to a director, or the board of directors, or about the Trust's general governance, you should contact the Trust's internal auditors. Contact details are provided at the end of this policy.

3.2 A meeting will be arranged with you as soon as possible to discuss your concern(s). You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

3.3 Following the meeting, the whistleblower may be provided with feedback. The level of detail provided to the whistleblower may vary, balancing the need for confidentiality whilst demonstrating that the concern has been properly considered.

4. Confidentiality

4.1 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, wherever possible it will be treated in strict confidence and anonymity will be respected.

5. External disclosures

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

5.2. However, the law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. You are encouraged to seek advice before reporting a concern to anyone external. You can contact Protect (Formerly Public Concern at Work), an independent charity providing advice to those who feel that they have a concern they wish to raise under whistleblowing. Their contact details are at the end of this policy.

6. Protection and support for whistleblowers.

6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the CEO, or in the case of a concern relating to your poor treatment by the CEO, the Chair of the Audit and Risk Committee immediately.

6.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

6.4 However, if we conclude that a whistleblower has made false allegations maliciously, the whistleblower may be subject to disciplinary action.

6.5 , Protect a Whistleblowing Charity operates a confidential helpline. Their contact details are at the end of this policy.

7. Contacts

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