

St Charles Catholic Primary School



Whistleblowing Policy (RBKC)

Date policy adopted by SLT: Spring 2026
Date policy to be reviewed: Spring 2027

WHISTLEBLOWING POLICY

Royal Borough of Kensington and Chelsea



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Date of issue	Audit and Transparency Committee
January 2025	November 2025

INDEX

1. Policy statement
2. Background
3. Principles
4. Your protection
5. Reporting your concerns
6. independent advice
7. More information

1. POLICY STATEMENT

- 1.1 The Royal Borough of Kensington is committed to achieving the highest standards of service, including honesty, openness and accountability. It recognises the hugely important role employees have in achieving that goal. The Council will not tolerate any malpractice or wrongdoing in the administration and delivery of its services. The expectation is that employees will want to raise concerns they have about the way services are being provided, or about possible fraud, theft or corruption issues.
- 1.2 This Policy applies to all employees and officers of the Council, and it is a fundamental requirement that staff are made aware of this policy. Other individuals performing functions in relation to Council work, such as agency staff and contractors, are also encouraged to use it.
- 1.3 It is essential to the business that any fraud, misconduct or wrongdoing by staff or officers is reported and adequately dealt with. We, therefore, encourage all individuals to raise any concerns that they may have about the conduct of others in the business or how the business is run. This Policy sets out how individuals may raise any concerns that they have and how those concerns will be dealt with.
- 1.4 This Policy is intended to encourage and enable staff to raise any concerns or suspicions without fear of retribution. The Council has introduced this Policy to enable any employee to report their concerns with confidence.
- 1.5 If something is troubling you, which you think we should know about please use this procedure. If, however, you are aggrieved about your personal position, please use the available grievance procedures already in use in the Council. These offer specific support and the means to take these issues forward. The concern reporting procedure is primarily for the expression of

concerns where the interests of the Council, their assets, their users or their staff are at risk.

2. BACKGROUND

2.1 The law protects staff that raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest by a worker who has a reasonable belief that:

- a criminal offence.
- a miscarriage of justice.
- an act creating risk to health and safety.
- an act causing damage to the environment.
- a breach of any other legal obligation; or
- concealment of any of the above.

is being, has been, or is likely to be, committed.

2.2 It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The worker has no responsibility for investigating the matter - it is the organisation's responsibility to ensure that an investigation takes place.

2.3 A worker who makes such a protected disclosure has the right not to be dismissed, subjected to any other detriment, or victimised because he/she has made a disclosure.

2.4 The organisations encourage staff to raise their concerns under this procedure in the first instance. If a worker is not sure whether to raise a concern, he/she should discuss the issue with his/her line manager or the HR department.

3. PRINCIPLES

3.1 Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.

3.2 Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the worker who raised the issue as appropriate.

- 3.3 No member of staff will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training will not be prejudiced because he/she has raised a legitimate concern.
- 3.4 Victimisation of a member of staff for raising a qualified disclosure will be a disciplinary offence.
- 3.5 If misconduct is discovered because of any investigation under this procedure, the organisation's disciplinary procedure will be used, in addition to any appropriate external measures.
- 3.6 Maliciously making a false allegation is a disciplinary offence.
- 3.7 An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, staff should not agree to remain silent. They should report the matter to a director.

4. YOUR PROTECTION

- 4.1 The Council is committed to this Policy. If you raise a qualified disclosure, you will be protected. We will not extend this assurance to someone who maliciously raises a matter they know to be untrue. Employees who knowingly make false accusations can expect to face appropriate disciplinary action.
- 4.2 The Council will not tolerate the harassment or victimisation of anyone raising a genuine, qualified disclosure. However, we recognise that you may nonetheless want to raise a concern in confidence under this Policy. If you ask us to protect your identity by keeping your confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance, because your evidence is needed in court), we will discuss with you how we will proceed.
- 4.3 It should be noted that if you want to raise a concern in confidence, it may be more difficult for us to investigate the matter or to protect your position. Investigations into anonymously raised concerns are likely to be limited by the sufficiency of the information provided. Anonymous referrals will be followed up at the discretion of the respective Council. In exercising that discretion, the factors that will be considered will include:

- The seriousness of the matters raised.
- The sufficiency and detail of information provided.
- The credibility of the concern; and
- The likelihood of confirming the allegation and obtaining further evidence from attributable sources.

5. REPORTING YOUR CONCERNS

5.1 As a first step, you should usually raise concerns with your immediate manager or their superior. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. If you feel management are in some way involved or are condoning the activity, you should approach Human Resources or the Director of Internal Audit, Fraud, Risk Management and Insurance.

- Director of HR and OD
- Director of Audit, Fraud, Risk and Insurance, David Hughes, 07817 507695
- Staff can also report concerns via an independent, confidential hotline – Safecall 0800 915 15714

5.2 Wherever possible, the initial disclosure should be made in writing, with as much supporting evidence as possible, including:

- the reason why they are concerned.
- the background and history of the concern, including relevant dates.
- the extent to which they have personally witnessed or experienced the problem.
- the basis for their belief that wrongdoing has occurred, is occurring or is likely to occur.
- why they have not felt able to raise their concerns through normal management channels.

5.3 If it is not possible to provide the disclosure in writing, it should be made orally, i.e. by telephone or at interview with those named above.

5.4 All matters relating to items covered under the grievance procedures should be referred to Human Resources, while matters relating to fraud or corruption against the Council, you should always immediately contact the Director of Audit, Risk, Fraud and Insurance. Any approach will be treated with the strictest confidence.

- 5.5 The earlier you express the concern, the easier it is to act. Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for your concern.
- 5.6 Once you have told us of your concern, we will review it to assess initially what action should be taken. This may involve an internal inquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact him/her, and whether your further assistance may be needed. All issues relating to fraud will be investigated by the Director of Audit, Risk, Fraud and Insurance or the Head of Fraud.
- 5.7 The person undertaking the review is required to acknowledge your referral, and once the investigation is underway, they are expected to keep you aware of developments. However, they will not be able to tell you the precise action and the outcome taken where this would infringe a duty of confidence owed by the Council to someone else.
- 5.8 If your concern is that your line manager is involved in the wrongdoing, has failed to make a proper investigation or has been unable to report the outcome of the inquiry, then action can be taken. The Director of Audit, Risk, Fraud and Insurance can review the investigation. They can make any necessary enquiries and make their report to Senior Management.
- 5.9 The council is committed to tackling modern slavery and exploitation and we encourage you to report any concerns you identify. You can alternatively contact the Modern Slavery & Exploitation helpline on 08000 121 700.

6. SAFEGUARDING

- 6.1 If you are concerned that a child or adult may be at risk of abuse, harm or neglect from either themselves, an individual or an organisation, please contact social services.
- Telephone: Adult safeguarding helpline 020 7361 3013 (office hours) / 020 7361 3013 (out-of-hours)
 - Telephone: Child safeguarding helpline: 020 7361 3013 Out of Hours
Emergency Team: 020 7373 2227

7. INDEPENDENT ADVICE

7.1 Although we would hope this Policy reassures you to report any concerns you may have through the internal channels, we recognise that there may be circumstances where you feel unable to follow this process and want external advice and support. This support is available from.

- Protect: Speak up, stop harm (www.protect-advice.org.uk). This is an independent charity which exists specifically to offer legal advice and assistance to employees with concerns.
- Trade Unions: employees may wish to be represented by or seek the advice of their staff representative when using the provisions of this Policy. Most of the Trade Unions have issued their guidance on reporting concerns, and the Council endorses the trade union officers' role in this area. The principal staff side contacts are:
 - Unison: 0845 355 0845
 - GMB: 020 7736 5683

8. MORE INFORMATION

8.1 An eLearning course entitled **RBKC Whistleblowing: Safe to speak** is available through the Learning Zone to help employees to understand when and why they should report concerns. The course also offers guidance in relation to the whistleblowing policy and the protection it provides.

8.2 For further information regarding whistleblowing, please contact:

- Director of Audit, Fraud, Risk and Insurance: David Hughes, 07817 507695
- Head of Fraud, Andy Hyatt, 07739 313817