



MANCHESTER
MUSLIM
PREPARATORY
SCHOOL

FAITH • LEARNING • LIFE

Whistleblowing Policy & Procedure

Last reviewed on:	August 2025
Next review due by:	July 2026

Introduction

MMPS is committed to conducting its business with honesty and integrity, and expects all staff to maintain high standards in line with contractual obligations and school policies.

All organisations face the risk of things going wrong or unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential to prevent such situations and to address them when they arise.

This procedure is an addition to, not a substitute for, normal line management. It should only be used where other internal procedures are inappropriate, or where a member of staff feels unable to raise a concern through normal channels. Personal grievances must be raised under the Grievance Policy, not through whistleblowing.

Aims of the Policy

- To encourage staff to report suspected wrongdoing as soon as possible.
- To reassure staff that concerns raised in good faith will be taken seriously, investigated appropriately, and handled confidentially wherever possible.
- To provide clear guidance on how to raise concerns.
- To ensure staff are protected from reprisals, even if their concern proves mistaken.

This policy follows the Whistleblowing Code of Practice (British Standards Institute) and advice from Protect (formerly Public Concern at Work). It does not form part of any employment contract.

Scope of Whistleblowing

Whistleblowing is the disclosure of information relating to suspected wrongdoing or danger at work, such as:

- Criminal activity
- Safeguarding or child protection concerns
- Miscarriages of justice
- Danger to health and safety
- Environmental damage
- Breach of legal, professional or regulatory obligations
- Financial fraud or mismanagement
- Breach of school policies including the Staff Code of Conduct
- Conduct likely to damage the school's reputation
- Unauthorised disclosure of confidential information
- Deliberate concealment of any of the above

This policy does not cover complaints about personal employment circumstances. In such cases, the Grievance Policy applies.

Raising a Concern

In most cases, concerns should first be raised with a Line Manager, either verbally or in writing.

If this is not appropriate, concerns may be raised with:

- The Headteacher
- The Chief Executive Officer (CEO)
- The Chair of Trustees (responsible for whistleblowing matters)

The Headteacher will meet the whistleblower promptly, record details of the concern, and confirm whether confidentiality can reasonably be maintained. Staff may be accompanied by a colleague or trade union representative.

A written summary of the concern will be provided within five working days. The school will also outline how the matter will be handled.

Safeguards Against Victimisation

Staff raising concerns under this policy in good faith will be protected under the Public Interest Disclosure Act (PIDA).

Harassment or victimisation of whistleblowers will not be tolerated and will be treated as a disciplinary matter.

Anonymous Allegations

Anonymous concerns are discouraged as they are harder to investigate. Where received, the Trustees will consider:

- The seriousness of the issue
- The credibility of the concern
- The likelihood of corroborating evidence

Confidentiality

Concerns will be treated in confidence where possible. Where disclosure of identity is necessary, the school will discuss this with the whistleblower.

Malicious or vexatious use of this procedure may result in disciplinary action.

Concerns Involving Trustees

Concerns about a Trustee will be raised with the Chair.

If the concern involves the Chair of Trustees, the matter will be referred to the Department for Education or another appropriate body.

External Disclosures

In most cases, concerns should be raised internally. However, disclosures may also be made to:

- The Local Authority
- A professional or regulatory body
- Ofsted (for EYFS concerns: enquiries@ofsted.gov.uk, 0300 123 4666)
- The Police (for suspected criminal behaviour)
- A trade union or professional association
- Protect (independent whistleblowing advice service: www.protect-advice.org.uk)

Investigation and Outcome

An initial assessment will determine the scope of investigation. Investigations are normally carried out by a panel of three Trustees, or by appointed investigators with relevant expertise.

The school will keep the whistleblower updated on progress, while respecting confidentiality.

Timescales:

- Written acknowledgement within five working days.
- Conclusion normally within 15 working days, though this may extend where necessary.

False allegations made maliciously or for personal gain will result in disciplinary action.

Appeals and Reviews

Staff have no right of appeal under this procedure.

However, the Headteacher may refer a case to the Chair of Trustees for review if considered appropriate.

Taking the Matter Further

- The Local Authority
- A professional or regulatory organisation
- The Care and Social Services Inspectorate for Manchester
- A solicitor
- The Police
- A trade union or professional association
- Protect (independent advice)
- Ofsted for EYFS concerns

Safeguarding Link

Where safeguarding issues are not adequately addressed by the Headteacher, concerns should be escalated directly to the Trust Chair (Designated Trustee for Safeguarding).

Links with Other Policies

- Safeguarding and Child Protection Policy
- Low-Level Concern Policy
- Staff Code of Conduct
- Complaints Policy
- EYFS Policy

Appendix 1 – Quick Reference Guide

Reasons for Whistleblowing

- To prevent harm, malpractice or risk to others
- To avoid being implicated in wrongdoing

Barriers to Whistleblowing

- Fear of repercussions or damaging careers
- Concern about being wrong
- Worry about not being believed

How to Raise a Concern

- Raise concerns verbally or in writing to your Line Manager, Headteacher or Designated Safeguarding Lead.
- If not appropriate, escalate to the CEO or Chair of Trustees.
- If still unresolved, contact the Local Authority or external body.
- Put concerns in writing with as much detail as possible.

Response Timescales

- Acknowledgement within five working days.
- Investigation concluded within 15 working days where possible.

Self-Reporting

Where personal issues (e.g. health concerns) impact professional competence, staff should inform their Line Manager so that support can be provided.

Support Available

Advice and support can be sought from line managers, trade unions, or Protect.