Full Governors
08.07.26

Signed .....

Whistleblowing

Portway Infant School is committed to tackling fraud and other forms of malpractice and treats these incidents very seriously. Portway Infant School is committed to creating a climate of trust and openness so that a person with a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved. The policy below outlines the way in which staff members who have concerns can raise issues, anonymously if required.

The Whistleblowing Policy exists to ensure that any member of staff may report, to an independent third party, a suspected incidence of malpractice within the school, anonymously if desired and without fear of any form of retaliation that might adversely affect their position or working conditions within the school.

Staff are often the first to notice possible wrongdoing within an organisation. Examples of malpractice might be,

- inappropriate use of finances
- wrongful tender procedures
- incorrect financial record keeping
- decision making for financial gain
- inappropriate use of school assets or funds
- abuse of position
- any criminal activity
- fraud or deceit

Information regarding these examples can be found in the Financial Manual for Schools, a copy if available in the school office.

Most concerns are likely to be of a relatively minor nature and can, and should, be resolved through normal channels. Staff wishing to raise a specific concern are encouraged to first discuss their concern openly with the headteacher. If a member of staff does not feel comfortable raising concerns in this way, then issues may be raised via the Chair of Governors c/o Portway Infant School. Concerns can be raised by phone, letter or in person. Letters should be marked 'private and confidential' and may be signed or not.

The Whistleblowing Policy recognises however that a member of staff may have a legitimate concern about the presence of malpractice within the organisation, but for whatever reason, may not wish to raise their concerns through the normal channels outlined above. The school recognises that there must be a procedure for airing a concern about suspected malpractice through an independent party, anonymously if necessary.

Such concerns about suspected malpractice within the school should therefore be addressed to:
Emily Feenan, Monitoring Officer
emily.feenan@derby.gov.uk
01332 643611

The Governors guarantee that as a result of such a concern being raised either directly or through the independent external organisation (Derby City Council named above), as appropriate they will:

- Delegate a committee of governors and/or senior staff to carry out an internal enquiry with an independent Chair where appropriate
- Ensure that no members of such a committee have been named or otherwise identified in the original complaint
- Ensure such enquiries are carried out speedily and thoroughly
- Endeavour to support in good faith whatever external enquiries are made
- Ensure that no member of staff will suffer as a result of raising a concern.
- Ensure no retaliation occurs in the form of demotion, penalty of worsening of working conditions
- Retain the right to refer the matter to Derby City Council, or the Police as appropriate
- Keep records of investigations and actions taken
- Report back as and to whom they see fit in the circumstances
- Inform the whistleblower of the outcome of any investigations

Confidentiality
The governors recognise that some members of staff may want to raise a concern in confidence under this policy and efforts shall be made to maintain confidentiality wherever possible. However, in some circumstances it may be obvious who has raised the concern or filed a report, or the investigation itself may lead to a point where a statement is required or the individual is called upon to provide evidence. In circumstances where maintaining complete confidentiality hinders the truth or where disclosure may be required under law or regulation, the school governors cannot guarantee the confidentiality of the reporting member of staff.

Whereas the governors will support the right of any member of staff to raise a concern concerning malpractice and safeguard the position of any person making such a complaint in good faith, these safeguards would not be applicable where a complaint had been made maliciously or without any reasonable basis.

Any member of the governing body or staff taking any form of reprisal against a member of staff making a complaint will themselves face appropriate disciplinary action.

Point of contact at Derby City Council is;
Monitoring officer
Emily Feenan
01332 643611
emily.feenan@derby.gov.uk

Potential Whistleblowers can gain independent advice from,
Public Concern at Work
CAN Mezzanine
7-14 Great Dover Street
London
SE1 4YR
02074038823
whistle@pcaw.org.uk

Lisa McSherry
Reviewed summer 2026
To be reviewed summer 2027