



EMBAJADA
DE ESPAÑA
EN REINO UNIDO

CONSEJERÍA DE EDUCACIÓN

INSTITUTO ESPAÑOL
VICENTE CAÑADA BLANCH

Cañada Blanch Spanish School

Founded 1972



WHISTLEBLOWING POLICY including EYFS

This is a whole school policy

Revised: December 2019

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Introduction

Our staff occupy a vital position in promoting good practice and professional conduct throughout the organisation. We recognise that staff are committed to providing a high standard of service and that young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Lead or the Local Safeguarding Children Board LSCB designated officer.

The Kingdom of Spanish regulates the behaviour and disciplinary measures of its employees through Royal Legislative Decree 5/2015 of 30 October. The School has adopted this policy and the accompanying procedure on whistleblowing in accordance with Spanish and British regulations to enable members of staff to raise concerns internally and in a confidential fashion, that are related to fraud, malpractice, health and safety, criminal offences, miscarriages of justice, non-compliance with legal obligations, inappropriate behaviour and unethical conduct. The policy also provides for such concerns to be raised outside the organisation if necessary.

Elements of the Policy

This policy on whistleblowing is intended to inform that the School:

- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff;
- respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively;
- will not tolerate malpractice;
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate;
- will invoke disciplinary procedures in the case of false, malicious, vexatious or frivolous allegations.

Procedure

The aim of this procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the School. Malpractice is not easily defined; and may include allegations pertaining to fraud, financial irregularity,

corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activity, or failure to comply with a legal obligation, miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment. Employees should not use the whistleblowing procedure to raise grievances about their personal employment situation.

Whistleblowing includes raising and passing on concerns about any of the following:

- a) Poor standards of service
- b) Issues of bad practice
- c) The conduct of colleagues or managers
- d) Anything which is not in the best interest of the young person or the organisation
- e) Anything which is illegal or unacceptable behaviour.

Confidentiality

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and in the knowledge that their name will not be disclosed to the alleged perpetrator of malpractice without prior approval. In order to preserve confidentiality, it may be appropriate that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible.

If there is evidence of criminal activity then the Police and the Spanish Embassy will in all cases be informed.

The Investigation

A member of staff will be at liberty to express their concern to the Head, the Head of Studies or the DSL. Any concern raised will be investigated thoroughly and in a timely manner, and appropriate action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible (and subject to third party rights) will be informed of the Resolution. A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Consejero de Educación o Inspección Educativa

Complaints about the Headteacher should be reported to the Spanish Embassy Education Office by email (consejeria.uk@educacion.gob.es) or telephone number 020 7727 2462. The headteacher must not be informed prior to the contact to the Spanish Embassy Education Office and the LADO/Designated Officer, who should be informed within one working day of all allegations that come to an employer's

attention or that are made directly to the police.

External Procedures

Where all internal procedures have been exhausted, a member of staff shall have a right of access to an external person/body. This may include (depending on the subject matter of the disclosure) the Spanish Embassy, the Spanish Inspection, NSPCC and/or the Local Authority Designated Officer (where the disclosure relates to a child protection issue).

Malicious Accusations

False, malicious, vexatious or frivolous accusations will be dealt with under the Royal Legislative Decree 5/2015 of 30 October Disciplinary Procedure.

Protection from Reprisal or Victimisation

No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistleblowing procedures.



WHISTLEBLOWING PROCEDURE

THE RIGHT WAY TO DEAL WITH WRONGDOINGS!

