



**Highland Games**

## **WHISTLE BLOWING POLICY**

### 1. Introduction

(1) All of us at one time or another will have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice, harassment at work or the inappropriate behaviour of colleagues towards children or parents, it can be difficult to know what to do.

(2) You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, managers or to the organisation. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

(3) The Highland Games (HG) takes malpractice very seriously and has introduced this procedure to enable you to raise your concerns about such malpractice at an early stage and in the right way. We would rather that you raised the matter when it is just a concern rather than wait for proof.

(4) If something is troubling you that you think we should know about or look into, please use this procedure. If you are aggrieved about your personal position, the Grievance Procedure is the appropriate way forward and should be used about matters relating to your work and relationship with your manager and colleagues.

However, this Whistle Blowing Policy is available where the interests of others or the organisation itself is at risk.

If in doubt – raise it!

## 2. The HG assurances to you:

### Your safety

(1) The School is committed to this guidance. If you raise a genuine concern under this procedure, you will not be at risk of losing your job or suffering any form of retribution as a result. Provided you are acting in good faith, it does not matter if you are mistaken. Of course we do not extend this assurance to someone who maliciously raises a matter they know is untrue.

### Your confidence

(2) The School will not tolerate the harassment or victimisation of anyone raising a genuine concern. 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, unless it is a matter relating to child protection, where anonymity cannot be guaranteed. 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 can proceed.

(3) Anonymous reports will not be considered.

## 3. How we will handle the matter?

(1) Once you have told us of your concern, we will look into it to assess initially what action should be taken. This may involve an informal 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. If you request, we will write to you summarising your concern and setting out how we propose to handle it.

(2) When you raise the concern you may be asked how you think the matter might best be resolved. If you do have any personal interest in the matter, we do ask that you tell us at the outset. If your concern falls more properly within the Grievance Procedure we will tell you.

(3) While the purpose of this guidance is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested, we will confirm our response to you in writing. However, we may not be able to tell you the precise action we've taken where this would infringe a duty of confidence owed by us to someone else.

#### 4. How to raise a concern internally

(1) If you have a concern about malpractice, you should raise it with the Director. This may be done orally or in writing. Please say if you want to raise the matter in confidence so that they can make appropriate arrangements.

(2) If the matter relates to the conduct of the Director then you may seek advice of another senior colleague or refer directly to the LADO or Ofsted.

(3) If you are unsure whether to use this policy or you want independent advice at any stage please contact the LADO or Ofsted.

#### 5. If you are dissatisfied

(1) Whilst we cannot guarantee that we will respond to all matters in the way that you might wish, we will try to handle the matter fairly and properly. By using this procedure, you will help us to achieve this. There will be an opportunity for you to express your dissatisfaction at the completion of the procedure and any course of action will be explained as fully as possible within the realms of the issues of confidentiality.