

WHISTLE BLOWING DISCLOSURE FORM (SCHOOL BASED STAFF)

When to use this model whistleblowing form: for the employee to make a formal disclosure.

Form wording

Making a public interest disclosure (whistleblowing)

This form is intended for use by any individual working in a school (including contractors, agency workers and volunteers) who wish to raise an issue about wrongdoing.

This form should be used to report wrongdoing within the School (for example, misconduct of a child protection nature, financial irregularities or health and safety concerns), rather than to raise a personal grievance (for example, if you would like to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached).

If you are unsure about whether your concerns are best dealt with under the school's whistle blowing policy or grievance procedure, please read the school's' whistleblowing policy, which provides an example of the issues that should be reported using this form. If, having read the whistleblowing policy, you remain unsure about which procedure to use, please consult your Head Teacher for further advice. If you are implicating your Head teacher, then you should contact your Principal/Board Member.

Once you have submitted this form, the school's whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone you may have implicated below.

In certain circumstances, you can request that your concerns be kept anonymous. Where possible, the school will respect a request for anonymity.

This form should be completed and delivered to your pertinent Head Teacher/Principal/Board Member in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

Formal public interest disclosure (whistleblowing)

Employee's name:

Employee's job title:

Date:

Does your public interest disclosure relate to your Head Teacher or the Principal?

Yes/No

Summary of disclosure:

Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.

Individuals involved:

Please provide the names and contact details of any people involved in your concerns, including witnesses.

Outcome requested:

Please set out how you would like to see the issue dealt with, and why and how you believe that this will

resolve the issue.

Declaration:

I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the organization taking disciplinary action against me.

Form completed by:

Name (please print)

Signature:

For completion by the Head Teacher or Principal/Board Member

Date form received by the Head Teacher

Or Principal/Board Member :

Name of recipient and job role:

Signature: