

Form for raising a Whistleblowing concern (Local Authority maintained schools version)

V0.1

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This form is intended for use by any individual working for {insert title} school (including contractors, workers and volunteers) who want to raise a concern about wrongdoing.

This form should be used to report wrongdoing within the school that you believe is in the public interest.

If your concern relates to a personal complaint that is not in the public interest (for example, an allegation of bullying or harassment, or that your contract of employment has been breached), you should raise it under our separate policies, such as Anti-Harassment and Bullying and Resolving Grievances. If you are unsure about whether your concerns are best dealt with under the Whistleblowing or Resolving Grievance Policy, please speak to:-

Insert [Click or tap here to enter text.](#) contact details for schools nominated member of staff or the schools HR Provider for further advice.

On completion, please send the form to:-

Insert [Click or tap here to enter text.](#) Who are the first points of contact for any Whistleblowing complaints.

Please note an exception to this is where your whistleblowing complaint relates to a Chair of Governing Body in which case the complaint should be addressed to the Assistant Director for Education Strategy and Improvement at Staffordshire County Council.

Complaints can be submitted either via an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line. If you are sending via a personal email you are strongly advised to secure your email by password protection with encryption, providing a password via an alternate method.

Once you have submitted this form, we will invoke the procedure set out in our Whistleblowing Policy and may contact you to clarify the nature of your concerns.

Formal whistleblowing concern

Name:

Job Title:

Department/Business Unit:	
Date:	

Summary of your concern

Please set out your concern with as much detail as possible, including the date, time, location, the identities of those involved in the wrongdoing and details of any witnesses.

Background and history of the concern – giving relevant dates and any evidence you may have (additional sheets can be attached)
Nature of your concern, i.e. the reason you are particularly concerned about the situation and why you believe that information to be true

Please specify if your concern is about a potential: criminal offence; failure to comply with a legal obligation; miscarriage of justice; risk to the health and safety of an individual; damage to the environment; or attempt to cover up any of these.

Whistleblowing Protection

As a school, we would always want you to raise genuine concerns with us rather than stay silent, so that we can do something about it. As long as the concerns that you raise are not false one/s raised maliciously, you will be protected under the Whistleblowing Policy and relevant laws. This is even if the genuine concerns you raise turn out to be mistaken.

Signature:
For completion by the Named Responsible Officer
Date form received by the named responsible Officer:
Name of Officer:
Signature:

Acknowledgement of the complaint should be made within 5 working days of receipt