



# SENDAT POLICY

This policy is reviewed biennially by  
the Provision, Standards and Attainment (PSA) Committee.

To be read in conjunction with but not limited to:

SENDAT Fraud policy

SENDAT Grievance procedure

SENDAT Bullying and Harassment policy

SENDAT School Complaints policy

SENDAT Funding Agreement and Finance policy

SENDAT Safeguarding policy

and other relevant policies and procedures

## History of Document

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## Contents

1. Statement of Intent
  2. Introduction
  3. Purpose
  4. Definitions and exclusions
  5. Procedure for making a disclosure
  6. Responding to a disclosure
  7. Disclosures relating to Safeguarding concerns
  8. Safeguards for informants
  9. False or malicious allegations
- Appendix 1 The Public Interest Disclosure Act 1998
- Appendix 2 Workload Impact Assessment checklist

## SENDAT Whistleblowing Policy and Procedure

### 1. STATEMENT OF INTENT

- 1.1 SENDAT is a Multi Academy Trust specialising in the care and education of young people with Special Educational Needs and Disabilities. This policy should be considered in the light of this context and the complexity of need that is accommodated within the Trust and its constituent Schools / Alternative Provisions (APs).
- 1.2 The SENDAT Board of Trustees recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this policy has been workload impact assessed (see Appendix 2 ) and SENDAT Schools/APs will organise all activities relating to this policy within normal working hours.
- 1.3 The SENDAT Board of Trustees is committed to ensuring that this policy is applied in a way that is fair and non-discriminatory.

### 2. INTRODUCTION

- 2.1 The SENDAT Board of Trustees has a responsibility to ensure that the central Trust team and all SENDAT Schools/APs are managed to the highest standards of probity, and that decision making and administration is conducted in such a way as to be above any suspicion of malpractice.
- 2.2 Clear policies, standards and procedures for making decisions, particularly those which entail significant expenditure, or decisions which significantly affect employment within SENDAT are essential elements in creating and sustaining an atmosphere of openness and



trust in SENDAT management and leadership. Such an atmosphere is the best way of forestalling suspicion or complaint.

- 2.3 The Nolan Committee on Standards in Public Life recommended that local public spending bodies should institute codes of practice on the disclosure of malpractice (or “whistleblowing”) appropriate to their circumstances, which would enable concerns to be raised confidentially inside and, if necessary, outside the organisation.
- 2.4 Under the Public Interest Disclosure Act 1998 (see Appendix 1) employees who raise concerns about malpractice within their place of work have statutory protection against victimisation for making such a disclosure, provided the disclosure is made in good faith and otherwise qualifies as a protected act.
- 2.5 By the adoption and publication of this procedure SENDAT demonstrates its commitment to high standards of conduct in its affairs and establish a basis on which any employee can properly raise genuine concerns without prejudice to their personal position.

### **3. PURPOSE OF THE PROCEDURE**

- 3.1 The purpose of this procedure is to encourage any employee who has a genuine concern that practices within any SENDAT School/AP does not meet the required standards of probity to raise that concern at an appropriate level and in an appropriate manner.
- 3.2 This procedure is also intended to guide any employee who genuinely believes that she or he has a disclosure to make about malpractice in their place of work in making that disclosure. It sets out to whom malpractice (or suspected malpractice) should be reported and how it should be reported.
- 3.3 The procedure also sets out the safeguards that SENDAT will offer to any employee who makes a disclosure in the recommended way and in good faith.

### **4. DEFINITIONS AND EXCLUSIONS**

- 4.1 The term “malpractice” may cover a broad range of acts, omissions, or practices. What employees may wish to report will usually be a specific instance or instances of wrongdoing on the part of an individual or a group of individuals. However, in certain circumstances, employees may wish to report bad practice which, if it were to continue, would be likely to lead to wrongdoing.
- 4.2 The following examples indicate the type of actions which would normally be inappropriate use of SENDAT’s delegated budgets:
  - disregard of proper tendering procedure for contracts;
  - manipulation or falsification of accounting records;
  - making decisions for personal gain;



- inappropriate (e.g. private) use of academy assets;
- abuse of position for personal advantage or gain.

4.3 SENDAT's Funding Agreement and Finance Policy, sets out the standards of good practice in the Trust's management and administration to determine whether or not SENDAT Trustees and employees have acted properly.

4.4 An action does not have to constitute a criminal offence in order to be classified as "malpractice", although clearly anything that constitutes a criminal offence would almost certainly amount to malpractice.

4.5 This procedure is not intended to substitute for other procedures through which employees may raise specific concerns or complaints about their personal treatment. Complaints by employees about their personal treatment by others or about the way in which employment policies and practices have been applied to them (including decisions about pay and grading) should be raised under SENDAT's grievance procedure, the Bullying and Harassment policy or under any other appropriate procedure.

4.6 Complaints about the protection of children should normally be raised under the separate procedures designated for that purpose. This procedure would not normally be appropriate for raising concerns about health and safety issues, unless they were related to a broader complaint of malpractice.

4.7 All SENDAT policies may be viewed in SharePoint:

<https://priorsuffolksch.sharepoint.com/sites/SENDATEMPLOYEEINFORMATIONHUB/Shared%20Documents/Forms/AllItems.aspx?viewid=af03f71c%2D986a%2D42dd%2D86fe%2Dc63e92929d9b&id=%2Fsites%2FSENDATEMPLOYEEINFORMATIONHUB%2FShared%20Documents%2F01%20HR%20Finance%20S%26P%20H%26S%20policies%20%2D%20staff%20shered>

Paper copies are available from the SENDAT Central team, email: [hr@sendat.academy](mailto:hr@sendat.academy)

## 5. PROCEDURE FOR MAKING A DISCLOSURE

5.1 The means of making a disclosure will depend to some extent on the nature and seriousness of the concern, the sensitivity of the issues and the individual, or individuals, thought to be involved in the malpractice reported.

5.2 As a general rule, an employee wishing to make a disclosure (the "informant") should raise his/her concerns in the first instance with the Headteacher / Head of School / Line Manager or the Chair of the Local Academy Board (LAB). This would be the normal channel where the concern is about the conduct or practice of immediate colleagues –



e.g. a concern that SENDAT's policies and procedures are not being properly or fairly applied. This will enable the issue to be addressed immediately at local level.

- 5.3 Where an informant genuinely believes that she or he cannot approach the Headteacher , Head of School / Line Manager or the Chair of the LAB, the concern should be raised with the CEO or Chair of the SENDAT Board of Trustee. This course of action would be appropriate if the disclosure were about the conduct or practice of the Headteacher / Head of School / Line Manager or a member of the LAB.
- 5.4 A disclosure may be made verbally (e.g. by telephone) or in writing. An informant should normally identify him or herself and should make it clear that they are making a disclosure within the terms of this whistleblowing procedure. Concerns raised in casual conversation do not constitute a disclosure.
- 5.5 An informant raising a concern verbally will normally be expected to support and substantiate those concerns in writing, unless there are special circumstances indicating that this is inappropriate. Informants who feel unable to commit their concerns to writing will normally be asked to meet with an appropriate senior leader, who will compile a written note of the disclosure.
- 5.6 The informant may be accompanied by a trade union representative or friend at any meeting either with the person to whom a disclosure is being made or who has been authorised to conduct an investigation into an allegation of malpractice.
- 5.7 It is not necessary for an informant to produce conclusive evidence to support their disclosure. Suspicion may be valid grounds for raising a concern. However, the informant should normally have direct information about, or knowledge of, the malpractice alleged or know where such evidence is located. The informant's concern should be based on more than hearsay, gossip, or the reports of others.
- 5.8 Other than in very exceptional circumstances, disclosures should not be made to the press, radio, television or other news media. The recommended internal reporting channels should be used. Employees have certain rights under the Public Interest Disclosure Act to report malpractice to specified external agencies (e.g. an employee who suspects that a criminal act has been committed may inform the Police). However, it would be expected that an informant would make any disclosure in the first instance either within the School / AP / Central Team or to the Education Funding Agency (EFA), as set out above.

## **6. RESPONDING TO A DISCLOSURE**

- 6.1 The response to an informant's disclosure will depend on a number of factors such as the seriousness and complexity of the allegations made. Allegations may be:
  - investigated within SENDAT;



- referred to the SENDAT's Responsible Officer and/or auditors;
  - referred to the Police;
  - referred to another independent form of enquiry;
- (or any combination of the above).

- 6.2 Disclosures will be subject to initial enquiries in order to decide whether a full investigation is necessary and, if so, what form it should take, who should conduct it, and whether any reference to another agency is necessary or desirable. Some concerns may be resolved through agreed action without the need for further investigation.
- 6.3 If the informant's concern falls within the scope of an alternative procedure, she or he will be advised to pursue it through that procedure. An informant who presents his or her disclosures in writing will receive written acknowledgement, and will be informed of the outcome of any investigation. The extent of the information given to informants will depend upon a number of factors, e.g. whether the investigation is referred to the Police and leads to criminal prosecution. Where an investigation is protracted, SENDAT or officer dealing with the matter will normally report to the informant on the progress of the investigation.
- 6.4 Where an informant is unwilling to identify him or herself, any person receiving a complaint about malpractice should log the incident and consult the Headteacher / Head of Unit / Chair of the LAB to decide whether or not any investigation should be undertaken.

## **7. DISCLOSURES RELATING TO SAFEGUARDING CONCERNS**

- 7.1 A disclosure relating to a Safeguarding concern about staff, volunteers or visitors should be made to the Headteacher / Head of School/AP, Line Manager, CEO or DSL.
- 7.2 At SENDAT we follow the Suffolk Safeguarding Children Board procedure. Managing Allegations of Abuse against People who Work with Children or Those who are in a Position of Trust available at <https://suffolksp.org.uk/assets/2016-11-01-Managing-Allegations-of-Abuse-v7.pdf>
- 7.3 In the event that an employee wishes to make a disclosure and does not feel able to approach the Headteacher / Head of School/AP, Line Manager, CEO or DSL, he or she should contact whichever of the following he/she feels is appropriate:
- The Chair of the SENDAT Full Trust Board (email: [sue.snowdon@sendat.academy](mailto:sue.snowdon@sendat.academy)) or
  - The Local Authority Designated Officer (LADO) email: [lado@suffolk.gov.uk](mailto:lado@suffolk.gov.uk) , tel: 0300 123 2044). For Norfolk these are [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk) , tel 01603 223693
  - Suffolk Multi-Agency Safeguarding Hub (MASH) (tel: Customer First 0808 800 4005)
  - Norfolk Children's Advice and Duty Service (CADS): 0344 800 8021
  - For all SENDAT Schools/APs: The police: Tel: 101 or in extreme emergency: 999



## **8. SAFEGUARDS FOR INFORMANTS**

- 8.1 The decision to report malpractice can be a difficult one for an employee, who may possibly fear subsequent victimisation or harassment. No action will be taken against an employee who has raised a concern in good faith, even if that concern is seen to be unfounded after investigation.
- 8.2 However, informants who are themselves the subject of investigation or action under formal procedure (e.g. discipline, capability or harassment) should not necessarily expect that the procedure will be discontinued as a result of their disclosure. Victimisation or harassment of an employee who has raised a concern in good faith, or any other attempt at reprisal either by an employee whose conduct is the subject of investigation or others, will be considered a disciplinary offence.
- 8.3 Where informants do not wish to be identified to others in the course of an investigation that wish will be respected in so far as it is reasonably practicable. However anonymity cannot be guaranteed. The process of investigation may reveal the identity of informants and, especially in serious cases, informants may be required to give evidence, either by SENDAT, the EFA, or the Police. Any person subject to disciplinary action or prosecution would have access to such evidence. Informants who are subsequently required to give evidence will be given all reasonable and practicable support and protection from reprisals.
- 8.4 SENDAT and the EFA will take all reasonable steps to minimise any difficulties informants may experience as a result of raising a genuine concern. Informants who are required to give evidence in disciplinary or criminal proceedings may seek advice from the EFA on procedural aspects of this obligation. SENDAT will consider sympathetically requests from informants for special leave, counselling or other support.

## **9. FALSE OR MALICIOUS ALLEGATIONS**

- 9.1 If an allegation is made or a concern is raised in good faith, no action will be taken against an informant. However, malicious, or vexatious allegations, or disclosures made for personal gain will be considered as disciplinary offences and are likely to result in disciplinary action being taken against the informant.



## APPENDIX A

### THE PUBLIC INTEREST DISCLOSURE ACT 1998

This legislation aims to protect workers who make “qualifying disclosures” of malpractice in their organisation from victimisation as a result of making such a disclosure. It is automatically unfair to dismiss an employee or select him or her for redundancy because she or he made a disclosure, provided that the disclosure qualifies under the Act.

A “qualifying disclosure” must relate to:

- a criminal offence;
- a failure to comply with any legal obligation;
- a miscarriage of justice;
- danger to health and safety of any individual;
- damage to the environment;
- an attempt to cover up any of these.

Any disclosure must be made in good faith and not for personal gain. The employee does not have to prove that malpractice has occurred, simply that she or he has a reasonable belief that it took place or was about to take place.

The Act directs workers to raise their concerns internally in the first place, wherever their employer has a procedure for doing so. In certain cases the Act also protects disclosure to “prescribed regulators” such as the Audit Commission.

The Act only protects wider disclosure (e.g. to the media, an MP etc) if:

- the employee reasonably believed they would be victimised if they had raised the matter internally or with a prescribed regulator;
- there was no prescribed regulator and they reasonably believed the evidence would be concealed;
- the concern had already been raised with the employer or prescribed regulator;
- the concern was exceptionally serious.





## APPENDIX 2

### WORKLOAD IMPACT ASSESSMENT CHECKLIST

CHECKLIST	YES/NO
This policy complies with and is consistent with the contractual entitlements of all staff colleagues affected by this policy, either directly or indirectly.	Yes
This policy and any related procedures was introduced following full consultation with staff and recognised TU representatives.	Yes
This policy and any related procedures include a specific statement regarding workload impact.	Yes
The impact of this policy and related procedures is that they have not added additional hours of working.	Yes
This policy does not duplicate any other existing SENDAT policy.	No
All policies are regularly reviewed in order to assess whether they are outdated and/or unnecessary.	Yes
All SENDAT Schools / APs have identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	Yes
All staff colleagues affected by this policy will be trained where necessary to ensure the policy and any related procedures will not increase workload to an unacceptable level.	Yes
This policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	Yes