



# Whistleblowing Policy

2024/2025

*Nourishing the Human Potential*



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## Definition

Whistleblowing refers to the duty of everyone in school to report any colleague who they believe is doing something wrong or illegal or is neglecting to fulfil the requirements of their work.

## Introduction

Ecole Montessori Casablanca is committed to the highest possible standards and recognises that its staff are often the first to realise that there may be something wrong within the setting. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or they may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

## Objective

The aim of this policy and associated procedures is to establish an internal procedure that will encourage and enable staff to raise concerns about any aspect of the setting's practice, (which do not meet the criteria for being dealt with as a complaint, grievance or allegation), in confidence and without fear of reprisals, to ensure that the setting continues to work within best practice and safeguard children and young people.

It is usually but not exclusively connected to the need to safeguard all children at all times and can include:

- someone's health and safety is in danger
- damage to the environment
- a criminal offence
- not obeying the law
- covering up wrongdoing
- misusing school funds and resources
- actions that negatively affect the welfare of children
- failing to follow school processes
- unkindness towards a member of our school community

## Principles

This policy is based on the following fundamental principles:

- All staff have the right to raise concerns about perceived unacceptable practice or behaviour.
- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff.
- Ecole Montessori Casablanca will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.
- Ecole Montessori Casablanca will do its best to protect a whistle blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, ex. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.



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- Appropriate advice and support will be made available to staff, pupils and volunteers who raise concerns.
- Those who raise concerns will be kept informed of the progress and outcome of any investigation.
- The school will not tolerate malicious allegations, this may be considered as a disciplinary offence.

### Procedures

Procedures for reporting and investigating 'whistleblowing' concerns have been developed to ensure that:

- Staff can raise concerns (no matter how small they may appear) internally as a matter of course, and receive feedback on any action taken.
- Concerns are taken seriously and dealt with quickly and appropriately.
- Staff are reassured that they will be protected from reprisals or victimisation for whistleblowing in good faith.
- Staff can take the matter further if they are dissatisfied with the setting response and seek external advice and guidance.
- Appropriate records are maintained for monitoring purposes.

### Raising a Concern

Staff should raise concerns with the one of the following people in confidence: Aicha Sajid or Leila Ouarrak Sfez.

Concerns should be raised in writing and include:

- reference to the fact that it is a whistle blowing disclosure
- the background and history of the concerns
- names, dates and places (where possible)
- the reasons why the individual is concerned about the situation.

Staff who feel unable to put concerns in writing, can telephone or meet the DSL.

The school guarantees to follow up on all issues raised but cannot always revert back to the whistleblower the outcome of the investigation.

Whistleblowing is a public interest disclosure and as such school will not penalise any member of staff for raising a concern.

Failing to report a concern could be seen as misconduct especially if the safeguarding of the children is at risk.