



Whistleblowing Policy

**Date Policy formally approved
by Governing Body:** September 2026

Review Date(s): September 2027

**Person(s) responsible for
implementation:**

Signed (Head teacher) Mr Aaron Perrin

Signed (Chair of Governing
Body) Barbara Lloyd

Whistleblowing Policy

Hafod Y Wern Community Primary School is committed to maintaining the highest standards of safeguarding, integrity, accountability and professional conduct. All staff, governors, volunteers, contractors and agency workers have a responsibility to raise concerns where they believe that malpractice, wrongdoing, unsafe practice or safeguarding failures may be taking place.

This policy provides a safe and confidential process for reporting concerns and supports individuals who speak up in the public interest.

The school will not tolerate victimisation, harassment, discrimination or any detriment against a person who raises a genuine concern in good faith. This applies even where an investigation finds no evidence to substantiate the concern.

This policy is based upon Welsh Government guidance on whistleblowing in schools and safeguarding expectations contained within *Keeping Learners Safe* and the Wales Safeguarding Procedures.

2. Purpose

The purpose of this policy is to:

- Encourage all staff to report concerns promptly.
- Protect children and young people from harm.
- Promote a culture of openness and accountability.
- Ensure concerns are investigated appropriately.
- Comply with safeguarding responsibilities under Welsh legislation.
- Protect whistleblowers from detriment or retaliation.

3. Scope

This policy applies to:

- All employees
- Supply and agency staff
- Governors
- Volunteers
- Contractors
- Students on placement
- Any individual acting on behalf of the school

The policy covers concerns relating to:

- Child protection and safeguarding
- Abuse or neglect of children
- Breaches of statutory safeguarding duties
- Criminal offences
- Fraud or financial malpractice
- Health and safety risks
- Professional misconduct
- Breaches of school policies
- Deliberate concealment of any wrongdoing
- Actions that may damage the welfare of pupils

4. Legal Framework

This policy operates in accordance with:

- Education Act 2002 (Sections 175 and 157)
- Social Services and Well-being (Wales) Act 2014
- Employment Rights Act 1996
- Public Interest Disclosure Act 1998
- Welsh Government *Keeping Learners Safe* Guidance
- Welsh Government *Whistleblowing in Schools* Guidance
- Wales Safeguarding Procedures [\[gov.wales\]](https://gov.wales), [\[gov.wales\]](https://gov.wales), [\[safeguarding.wales\]](https://safeguarding.wales)

5. What is Whistleblowing?

Whistleblowing is the disclosure of information which an individual reasonably believes is in the public interest and tends to show that:

- A criminal offence has occurred or may occur.
- A legal obligation has been breached.
- A miscarriage of justice has occurred.
- Health or safety has been endangered.
- A child or vulnerable person is at risk.
- Information relating to any of the above has been deliberately concealed.

Whistleblowing is different from:

A Complaint

A complaint is usually about dissatisfaction with a service or decision.

A Grievance

A grievance relates to an employee's personal employment circumstances.

Concerns relating to safeguarding children should always be treated as safeguarding matters and reported immediately.

6. Safeguarding Concerns

Any concern that a child is:

- Being abused;
- At risk of abuse;
- Being neglected;
- Being harmed by the actions or omissions of staff or volunteers;

must be reported immediately.

Staff should not investigate staff safeguarding concerns themselves.

Concerns should be reported without delay to:

1. The Headteacher
2. The Assistant Headteachers in the absence of the Headteacher
3. The Chair of Governors (if the concern involves the Headteacher)

Where immediate risk exists, staff must contact Children's Services, the Police, or other emergency services as appropriate in line with the Wales Safeguarding Procedures.

7. Raising a Concern

Employees are encouraged to raise concerns at the earliest opportunity.

A concern may be reported:

Option 1

To the Headteacher.

Option 2

To the Assistant Headteachers.

Option 3

To the Chair of Governors if the concern involves the Headteacher.

Option 4

Directly to the Local Authority where circumstances make internal reporting inappropriate.

When raising a concern, individuals should provide:

- Details of the concern
- Dates and times where known
- Names of individuals involved
- Any relevant evidence
- Information about witnesses

Concerns should preferably be submitted in writing, although verbal reports will also be accepted.

8. Anonymous Disclosures

Anonymous disclosures will be considered. However, investigation may be more difficult if the school cannot seek clarification or further information.

The school encourages individuals to identify themselves wherever possible and assures appropriate protection.

9. Confidentiality

The school will make every effort to maintain confidentiality.

Information will only be shared where:

- Necessary for investigation;
- Required by law;
- Required to safeguard a child or vulnerable person.

Absolute confidentiality cannot be guaranteed if safeguarding agencies or legal proceedings require disclosure.

10. Protection for Whistleblowers

The school is committed to ensuring no worker suffers:

- Dismissal;
- Harassment;
- Bullying;
- Victimisation;
- Discrimination;
- Loss of opportunities;

as a result of making a protected disclosure in good faith.

Any attempt to victimise a whistleblower may result in disciplinary action.

11. Malicious Allegations

Concerns raised honestly and in good faith will never result in disciplinary action. However, deliberately false, malicious or vexatious allegations may lead to disciplinary proceedings.

12. How the School Will Respond

Upon receiving a concern, the school will:

1. Acknowledge receipt where possible.
2. Assess the concern.
3. Decide whether immediate safeguarding action is required for example police
4. Determine the appropriate investigation process.
5. Refer to external agencies where necessary.
6. Provide feedback where appropriate and lawful.

Not all concerns will require a formal investigation, but all concerns will be properly assessed.

13. Escalation and External Reporting

Where an individual believes:

- The concern has not been addressed appropriately;
- The matter is exceptionally serious;
- Internal reporting is not appropriate;

the concern may be raised externally with:

- Local Authority Safeguarding Lead
- Children's Services
- Regional Safeguarding Board
- Care Inspectorate Wales (where relevant)
- Estyn
- Police
- Public Interest Disclosure prescribed bodies

As outlined in Welsh Government guidance, staff should normally use school procedures first where it is safe and appropriate to do so.

14. Roles and Responsibilities

The Governing Body will:

- Promote an open culture.
- Ensure this policy is implemented.
- Monitor effectiveness.
- Ensure staff receive appropriate training.

The Chair of Governors will:

- Monitor and/or manage concerns raised.
- Take immediate action to ensure concerns are handled appropriately especially in regard to allegations made against the Headteacher or members of the governing board.
- Take immediate action to safeguard pupils
- Liaise with safeguarding and external agencies.
- Initiate disciplinary proceedings where appropriate

The Headteacher will:

- Ensure concerns are handled appropriately.
- Take immediate action to safeguard pupils
- Maintain records.
- Liaise with safeguarding and external agencies.
- Initiate disciplinary proceedings where appropriate

The Designated Safeguarding Person will:

- Manage safeguarding referrals.
- Liaise with Children's Services and the Local Authority.
- Ensure safeguarding procedures are followed.

All staff and volunteers must:

- Remain vigilant.
- Raise concerns promptly and appropriately.
- Cooperate with investigations.
- Always prioritise the welfare of children.
- Take immediate and proportionate action to protect children from harm

15. Record Keeping

Records relating to whistleblowing concerns will:

- Be stored securely.
- Be treated confidentially.
- Be retained in accordance with data protection requirements and the school's retention schedule.

16. Training and Awareness

The school will ensure:

- All staff are informed of this policy during induction and ensure that staff revisit procedures routinely
- Safeguarding and whistleblowing procedures are regularly reinforced.
- Governors receive appropriate training and updates.

This reflects Welsh Government expectations that staff understand how to raise concerns and how whistleblowing procedures operate.

17. Monitoring and Review

This policy will be reviewed:

- Annually; or
- Following changes to legislation, safeguarding guidance, or school procedures.

Safeguarding Personnel	Contact Details
Governor with responsibility for Safeguarding:	Barbara Lloyd – Chair [REDACTED]
Head Teacher:	Aaron Perrin Headteacher@hafodywern-pri.wrexham.sch.uk 01978367080
Designated Safeguarding Persons:	Aaron Perrin Headteacher@hafodywern-pri.wrexham.sch.uk 01978367080 Rachel Morris Austinr10@hwbcymru.net 01978367080
Deputy Safeguarding Person:	Jan Foxley FoxleyJ7@hwbcymru.net 01978367080
LA Safeguarding Officer for Education:	Dafydd Ifans (temporary) Dafydd.ifans@wrexham.gov.uk [REDACTED]
WCBC SPOA:	SPOAchildren@wrexham.gov.uk 01978 292039
Out of Hours Emergency Duty Team:	Emergancy.Hours@wrexham.gov.uk 0345 053 3116
If the child is in immediate danger, you should call the police immediately on 999 and take appropriate action in the interim to protect children and/or staff	