



Whistleblowing Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
Date:	01.09.2026
Policy Verified by:	Senior Management Team
Date:	06.10.2026
Date for Next Review:	01.09.2027

Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson-Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

Maple Haven School is committed to maintaining the highest standards of openness, honesty, integrity and accountability.

The school encourages all employees, volunteers, contractors and individuals working on behalf of the school to raise genuine concerns where they believe wrongdoing, unsafe practice, misconduct or risks to pupils may exist.

The school recognises that speaking up can be difficult and is committed to ensuring that concerns can be raised without fear of victimisation, discrimination, harassment or detriment.

The welfare of children is paramount and safeguarding concerns must always be reported immediately.

2. Maple Haven School Context

Maple Haven School is a specialist independent SEND school supporting up to 14 primary-aged pupils.

The school adopts a stage not age approach and recognises that pupils with SEND may experience additional vulnerabilities and may communicate concerns in different ways.

Maintaining a culture of professional curiosity, transparency and accountability is essential to ensuring pupils remain safe and well supported.

The school views whistleblowing as an important safeguard that helps protect children, staff and the wider school community.

3. Aims

This policy aims to:

- Encourage staff to raise concerns promptly.
- Promote a culture of openness and accountability.
- Protect children from harm.
- Ensure concerns are investigated appropriately.
- Protect individuals who raise genuine concerns.
- Promote high standards of professional conduct.

- Ensure compliance with statutory safeguarding responsibilities.
- Support continuous improvement across the school.

4. Legislative Framework

This policy has regard to:

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2026
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Independent School Standards

5. What is Whistleblowing?

Whistleblowing is the disclosure of information relating to suspected wrongdoing, malpractice or risks that are in the public interest.

Examples include concerns relating to:

- Child protection and safeguarding.
- Unsafe practice.
- Criminal offences.
- Breaches of legal obligations.
- Fraud or financial irregularity.
- Corruption or bribery.
- Health and safety failures.
- Abuse of authority.
- Misconduct.
- Covering up wrongdoing.
- Serious breaches of school policy.
- Conduct that places pupils or staff at risk.

A whistleblowing concern is different from a personal grievance. Personal employment concerns should normally be managed through the Grievance Policy.

6. Safeguarding Whistleblowing

All staff have a duty to raise safeguarding concerns immediately.

This includes concerns relating to:

- Child abuse or neglect.
- Unprofessional conduct.
- Unsafe safeguarding practice.
- Failure to follow safeguarding procedures.
- Allegations against staff.

- Low-level concerns.
- Child-on-child abuse.
- Online safety concerns.
- Failure to take safeguarding concerns seriously.

Concerns must never be ignored, delayed or minimised.

The welfare of children remains the school's highest priority.

7. Raising a Concern

Staff are encouraged to raise concerns as soon as possible.

Concerns may be raised verbally or in writing.

Where possible, concerns should include:

- What happened.
- Dates, times and locations.
- Individuals involved.
- Any witnesses.
- Supporting evidence where available.

Individuals are not expected to prove allegations. They are expected to raise genuine concerns in good faith.

8. Reporting Routes

Primary Reporting Route

Concerns should normally be reported to: Sara Llewellyn - Proprietor

Alternative Reporting Route

Where a member of staff feels unable to report a concern to the Proprietor, concerns may be reported to: Sophie Illingworth - Business Manager

Independent Reporting Route

Where the concern relates to:

- Sara Llewellyn
- Sophie Illingworth
- A conflict of interest
- Concerns that cannot reasonably be raised internally

the concern should be reported directly to:

Amanda Nicholls - Email: amanda.nicholls@hrsolveit.co.uk

Amanda Nicholls will act independently and ensure concerns are considered appropriately.

9. Concerns Relating to Safeguarding

Safeguarding concerns may also be reported directly to:

Suzy Hollett
Designated Safeguarding Lead
or

Natalie Lovelock
Deputy Headteacher

Safeguarding concerns requiring immediate action should always be reported immediately and not delayed.

Where necessary, referrals may be made to:

- Children's Social Care
- Police
- Local Authority Designated Officer (LADO)
- Other relevant safeguarding agencies

10. Recording Concerns

All safeguarding whistleblowing concerns relating to pupil welfare will be recorded appropriately.

Maple Haven School uses CPOMS as its safeguarding recording system.

Where relevant, safeguarding whistleblowing concerns will be:

- Recorded on CPOMS.
- Managed in accordance with the Child Protection and Safeguarding Policy.
- Monitored by the DSL.
- Reviewed to identify patterns, trends or wider concerns.

Confidential records will be maintained securely.

11. Investigation Process

Following receipt of a concern, the school will:

- Acknowledge the concern.
- Assess the information provided.
- Determine whether further investigation is required.
- Seek external advice where appropriate.
- Take action where concerns are substantiated.

Investigations will be conducted fairly, objectively and proportionately.

Individuals involved will be treated respectfully throughout the process.

12. Protection for Whistleblowers

Maple Haven School will not tolerate:

- Victimisation.
- Harassment.
- Discrimination.
- Retaliation.
- Detrimental treatment.

against any individual who raises a genuine concern in good faith.
Any attempt to disadvantage a whistleblower may be treated as a disciplinary matter.

13. Confidentiality

The school will make every reasonable effort to protect the identity of individuals who raise concerns.

However, anonymity cannot always be guaranteed where:

- Legal proceedings arise.
- Safeguarding investigations require disclosure.
- Police involvement is necessary.
- Witness statements are required.

Information will only be shared on a need-to-know basis.

14. Malicious or False Allegations

Where an allegation is deliberately malicious or knowingly false, the school may consider appropriate disciplinary action.

Concerns raised genuinely, even where they are ultimately unsubstantiated, will never lead to disciplinary action.

15. Staff Training

Staff will receive information and guidance relating to:

- Safeguarding.
- Professional conduct.
- Whistleblowing procedures.
- Low-level concerns.
- Reporting procedures.
- KCSIE 2026 requirements.

Training records will be maintained by Hayley Richardson-Byrne.

16. Monitoring and Review

This policy will be monitored by:

- Sara Llewellyn, Proprietor
- Suzy Hollett, DSL
- Natalie Lovelock, Deputy Headteacher
- Hayley Richardson-Byrne, HR Manager

Monitoring activities may include:

- Staff feedback.
- Safeguarding audits.
- CPOMS reviews.
- Training audits.

- Review of concerns raised.
- Policy compliance reviews.

Findings will be used to strengthen safeguarding culture and school practice.

17. Related Policies

- Child Protection and Safeguarding Policy
- Managing Allegations Against Staff Policy
- Low-Level Concerns Policy
- Staff Code of Conduct
- Behaviour Policy
- Complaints Policy
- Grievance Policy
- Anti-Bribery Policy
- Data Protection Policy

18. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- National guidance changes.
- A serious incident occurs.
- Inspection findings require amendment.