



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Allegations & Whistleblowing Policy

1. INTRODUCTION

1.1 Orchard Academy is committed to maintaining the highest standards of integrity, transparency, and accountability in all its operations. This Whistleblowing Policy aims to encourage staff members to report concerns about unethical behaviour, misconduct, or malpractice without fear of retaliation.

1.2 The policy provides guidance on how to raise concerns and ensures that all reports are taken seriously and addressed appropriately.

2. SCOPE

2.1 This policy applies to all employees, contractors, and volunteers at Orchard Academy. It covers concerns related to the conduct of staff members, the organisation, and any individuals associated with the Academy.

3. WHAT CONSTITUTES WHISTLEBLOWING?

3.1 Whistleblowing occurs when an individual raises concerns about wrongdoing, which may include:

- Criminal activity (e.g., fraud, corruption)
- Serious breaches of health and safety regulations
- Violations of safeguarding policies
- Environmental damage
- Any other unethical or improper behaviour

4. REPORTING PROCEDURES

4.1 Internal Reporting:

Staff should report concerns to their line manager or designated safeguarding lead. If this is not appropriate, concerns can be raised with the Head of Academy or a member of the senior leadership team.

4.2 Anonymous Reporting:

If preferred, concerns can be reported anonymously. However, providing contact information may facilitate a more thorough investigation.

4.3 External Reporting:

If staff feel that their concerns are not being addressed internally, they may report them to external authorities, such as regulatory bodies or law enforcement.

5. CONFIDENTIALITY

5.1 All reports will be treated with the utmost confidentiality. The identity of the whistleblower will be protected as far as possible, and information will only be disclosed on a need-to-know basis.

6. PROTECTION FROM RETALIATION

6.1 Orchard Academy is committed to protecting whistleblowers from any form of retaliation or victimisation for raising concerns in good faith. Any staff member who feels they have been subjected to retaliation should report this immediately.

6.2 Disciplinary action will be taken against anyone who attempts to intimidate or retaliate against a whistleblower.

7. INVESTIGATION PROCESS

7.1 All concerns raised will be investigated promptly and thoroughly. The investigation process will include:

- Acknowledgment of the report
- Gathering evidence and information
- Conducting interviews with relevant parties
- Documenting findings

7.2 The whistleblower will be kept informed of the progress and outcome of the investigation, where appropriate.

8. OUTCOMES

8.1 Based on the findings of the investigation, appropriate actions will be taken. This may include:

- Implementation of corrective measures
 - Disciplinary action against individuals involved in wrongdoing
 - Reporting to external authorities if necessary
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9. REVIEW OF THE POLICY

9.1 This Whistleblowing Policy will be reviewed regularly to ensure its effectiveness and compliance with legal requirements. Staff will be informed of any changes made to the policy.

10. CONCLUSION

Orchard Academy encourages a culture of openness and accountability. By providing a safe and confidential way for staff to raise concerns, we can uphold our commitment to ethical practices and protect the integrity of our Academy.

Approved by: Management Committee, Orchard Academy

Next Review Date: September 2025
