



Confidential Reporting



Quick Guide to Whistle Blowing

Employees are often the first to realise that there may be something seriously wrong within the Local Authority, their school or department. If you hold a significant concern and, in your view, with genuine good reason in any of the following areas:

- conduct which is a criminal offence or a breach of law;
- disclosures related to miscarriages of justice;
- health and safety risks, including risks to the public as well as other employees and children;
- damage to the environment;
- the unauthorised use of public funds;
- possible fraud and corruption;
- sexual, physical or verbal abuse; and
- other unethical conduct

Reporting Your Concern

- The head teacher and governors strongly encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice immediately;
- Concerns may be raised orally initially but should be recorded in writing. Staff who wish to make a written report are invited to use the following format:
 - the background and history of the concern (giving relevant dates); and
 - the reason why they are particularly concerned about the situation.
- We would hope and expect that you raise those concerns initially with the head teacher or with the Chair of Governors (alternatively if both are implicated then contact an officer from within the Local Authority).
- For less serious concerns please use the '**Room to share**' facility on the school website: Staff > Home

The Contact Officers are:

Legal Director of Law, Assurance and Strategy Monitoring Officer

Tony Kershaw
Monitoring Officer
Director of Law, Assurance and Strategy
(Contact no: 0330 22 22662)

Chief Executive's Office

Dave Loveman (Contact no: 0330 22 28804)

Safeguarding

Local Authority Designated Officer
Donna Tomlinson and Miriam Williams (Contact no: 0330 222 6450)

Education & Skills & Schools

Paul Wagstaff (Contact no: 033022 26591)
paul.wagstaff@westsussex.gov.uk

For full details of this policy – refer to hard copy in staff room, reception or PPA room. School system: [Y:\School Level\Policies\Confidential Reporting](#)