



REIGATE GRAMMAR SCHOOL VIETNAM

Whistleblowing Policy

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Introduction

The School has adopted this policy and the accompanying procedure on whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about child protection, fraud, bribery, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the School's internal organisation.

Elements of the Policy

The School's policy on whistleblowing is intended to demonstrate that the School:

- will not tolerate malpractice.
- respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate.
- will invoke the School's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations.
- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

Procedure

This procedure is separate from the School's adopted procedures regarding grievances. Individuals should not use the whistleblowing procedure to raise grievances about their personal employment situation. They should speak to their Line Manager and HR about this. For wellbeing issues, they may also consult with the Staff representatives.

This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the School including any concerns, no matter how remote or apparently unsubstantiated, related to child protection issues.

Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

Confidentiality

Individuals who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity, then the Police will in all cases be informed.

The Investigation

A member of staff will be at liberty to express their concern to one of the Educational Leadership Team members. If it is a member of the Educational Leadership Team who is the subject of the concern, then the member of staff should go to the Headmaster.



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Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. There will be provision for mediation and dispute resolution where necessary. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the resolution.

A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence to the Headmaster and thereafter, if the matter is not resolved with the Board of Trustees.

Whistleblowing and Child Protection

If a member of staff is concerned that the school is putting a child at risk they should raise the concern through the Designated Safeguarding Lead or Headmaster

If the nature of the allegation is in relation to child protection concerns then the member of staff must report it to the Headmaster. If the concern is in relation to the Head of School, then the member of staff should report those concerns directly to the Chair. Any concerns about the Chair should be raised with RGS International (rgsi@reigategrammar.org).

See the Safeguarding and Child Protection Policy for more details.

External Procedures

Where all internal procedures have been exhausted, a member of staff shall have a right of access to an external person/body.

In Vietnam, whistleblowing or denunciation is mainly handled in accordance with the Law on Denunciation Law No. 25/2018/QH14, Hanoi, June 12, 2018 . Denunciation must be made in writing.

<https://thuvienphapluat.vn/van-ban/Bo-may-hanh-chinh/Luat-To-cao-336713.aspx>

Malicious Accusations

False, malicious, vexatious or frivolous accusations will be dealt with under the School's Disciplinary Procedure.

Protection from Reprisal or Victimisation

No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistleblowing procedures.

This policy should be read in conjunction with the School's terms & conditions and all other School policies and procedures, in particular:

- Staff Induction & Orientation Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct