

## Whistleblowing Disclosure Form

This form is intended for use by any individual working for the school (including governors, contractors, agency workers and volunteers) who wishes to raise an issue about **serious** wrongdoing. You must have a reasonable belief in any allegations that you make, and they must be made in the public interest.

If this is a 'Low Level Concern', please complete a 'Low Level Concern' form and pass directly to the DSL (Head teacher).

This form should be used to report wrong-doing within the school (for example, financial irregularities or health and safety concerns), rather than to raise a personal grievance. (If you want to make an allegation of bullying or harassment, or are complaining that your contract of employment has been breached, separate procedures exist for these types of concerns.)

If you are unsure about whether your complaint is best dealt with under the school's whistleblowing policy or the grievance procedure, please read the whistleblowing policy, which provides examples of the issues that should be reported using this form. If, having read the whistleblowing policy, you remain unsure about which procedure to use, please consult the **Headteacher or the Chair of Governors (or Head of Education Services where the Headteacher and Chair of Governors are the subjects of your allegations)** for further advice.

**Head of Education Services (West Berkshire):** Mrs Michelle Sancho

**Head teacher Long Lane:** Mrs Tina Allison

**Chair of Governors:** Mrs Jennifer Folliard

Once you have submitted this form, the school's whistleblowing procedure will be invoked. This will result in an investigation, which will not involve anyone (for example, your line manager) you may have implicated below.

In certain circumstances, you can request that your complaint be kept anonymous. Where possible, the school will respect a request for anonymity, but cannot guarantee that it will be able to do so.

This form should be completed and delivered to your line manager/Head Teacher or the Chair of Governors (see sections 4 and 5 of the whistleblowing procedure) in an envelope marked "confidential" or sent as an email attachment with "confidential" in the subject line.

**Formal public interest disclosure (whistleblowing)**

|  |        |
|--|--------|
| <b>Worker's name</b>   |        |
| <b>Worker's job title</b>  |        |
| <b>School</b>  |        |
| <b>Date</b>  |        |
| <b>Does your public interest disclosure relate to your line manager?</b>   | Yes/No |
| <b>Summary of disclosure</b>   |        |
| Please set out the details of the issue that you wish to raise, providing examples where possible, particularly dates, times, locations and the identities of those involved. You may attach additional sheets if required.      |        |
| <b>Individuals involved</b>  |        |
| Please provide the names and contact details of any people involved in your complaint, including witnesses.  |        |
| <b>Outcome requested</b>   |        |
| Please set out how you would like to see the issue dealt with, and why and how you believe that this will resolve the issue.   |        |
| <b>Declaration</b>   |        |
| I confirm that the above statements are true to the best of my knowledge, information and belief. I understand that, if I knowingly make false allegations, this may result in the school taking disciplinary action against me. |        |
| <b>Form completed by</b>   |        |
| <b>Signature</b>   |        |
| <b>For completion by the school</b>  |        |
| Date form received by the school   |        |
| Name of recipient and job role   |        |
| Signature  |        |