



TARBIYYAH SECONDARY SCHOOL

مدرسة التربية الثانوية الإسلامية

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WHISTLEBLOWING POLICY

Raising a concern about wrongdoing, and the protection you have

ACADEMIC YEAR 2026 – 2027

Policy name	Whistleblowing Policy 2026–2027
Applies to	All employees, volunteers, agency and supply staff, trainees and contractors working for the school
Approved by	Haneef Sandhar
Position	Headteacher
Updated by	S. Ahmed, Deputy Headteacher
Agreed with	The Chair of Trustees
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CONTENTS

- 1 About This Policy
- 2 Your Protection in Law
- 3 What Whistleblowing Covers
- 4 Which Procedure to Use
- 5 How to Raise a Concern
- 6 How a Concern Will Be Handled
- 7 Raising a Concern Outside the School
- 8 Confidentiality and Anonymity
- 9 Protection from Detriment
- 10 Malicious Allegations
- 11 Support and Guidance
- 12 Records, Monitoring and Review
- A Appendix A — Who to Contact
- B Appendix B — Related Policies

1. About This Policy

- Tarbiyyah Secondary School for Boys is committed to the highest possible standards of openness, probity and accountability in all of its activities. It expects a high standard of conduct and integrity from its employees.
- Anyone who has a serious concern about any aspect of the school's work, or about the actions of its staff, should voice that concern without fear of harassment or victimisation.
- This policy applies to all employees, volunteers, agency and supply staff, trainees and contractors working for the school.

This policy aims to:

- provide clearly defined channels through which staff and volunteers can raise concerns and receive feedback on any action taken;
- tell staff and volunteers how to take a matter further if they are dissatisfied with the response;
- reassure staff and volunteers that they will be protected from reprisals or victimisation for whistleblowing.

The point of this policy

Nearly every serious failure in a school — safeguarding, financial or otherwise — was known about by someone before it became public. Usually more than one person.

What stops people speaking is rarely ignorance of the facts. It is uncertainty about whether they will be believed, whether it will be held against them, and whether anything will happen. This policy exists to answer those three questions in advance.

You do not need to be sure. You need a reasonable belief. Establishing whether a concern is well founded is the school's job, not yours.

2. Your Protection in Law

Qualifying disclosures

The law protects a worker who discloses information they reasonably believe tends to show one or more of the following, and reasonably believe it is in the public interest to disclose:

- that a criminal offence has been committed, is being committed, or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with a legal obligation;
- that a miscarriage of justice has occurred, is occurring or is likely to occur;
- that the health or safety of any individual has been, is being or is likely to be endangered;
- that the environment has been, is being or is likely to be damaged;
- that information tending to show any of the above has been, is being or is likely to be deliberately concealed.

What this means in practice

You do not have to be right	The test is reasonable belief. A concern raised in good faith that turns out to be unfounded is still protected.
You do not need evidence	You do not have to investigate before speaking. Gathering evidence yourself may make matters worse and is not expected of you.
You do not need to go internally first	The protection extends to disclosures made to a prescribed person. See section 7.
Detriment is unlawful	A worker has the right not to be subjected to any detriment by their employer for making a protected disclosure.
Dismissal is automatically unfair	Dismissal for making a protected disclosure is automatically unfair, and no minimum period of service is required to bring such a claim.
It is not about you	A complaint about your own employment — pay, workload, treatment by a manager — is a grievance, not whistleblowing. See section 4.

3. What Whistleblowing Covers

Individuals are encouraged to raise any concern about wrongdoing on the part of the school, its staff, the Trustees or the Proprietor. Examples include:

Area	Examples
Safeguarding	A failure to follow child protection procedures; a concern about a colleague's conduct towards a pupil; a concern that has been reported and not acted on; a low-level concern that appears to form a pattern.
Conduct	Fraud, corruption, bribery, theft, or misuse of school property or funds.
Financial	Financial irregularity, improper accounting, or misuse of school fees or public money.
Legal	Any breach of a legal obligation, including health and safety, employment, equality or data protection law.

Area	Examples
Pupil welfare	Unsafe premises or practice; failure to act on a known risk; misuse of restraint; unrecorded exclusions.
Examinations	Malpractice in internal or public examinations.
Recruitment	A failure to carry out required pre-appointment checks.
Concealment	Any attempt to cover up any of the above.
Other	Malpractice or any other illegal or unethical act.

This list is not exhaustive. If you are unsure whether a concern falls within this policy, raise it anyway, or take confidential advice from one of the sources in Appendix A.

4. Which Procedure to Use

If you want to raise	Use
A concern about wrongdoing affecting others or the school	This Whistleblowing Policy.
A concern about your own employment — pay, workload, how you have been treated	The Grievance Procedure.
A concern that a member of staff has harmed a child or may pose a risk to children	The Child Protection and Safeguarding Policy, which requires the matter to go to the Headteacher and to the LADO. You may also use this policy.
A concern that an adult has behaved in a way inconsistent with the Staff Code of Conduct but below the harm threshold	The Low-Level Concerns procedure.
A concern as a parent or pupil	The Complaints Policy and Procedure. This policy is for those who work for the school.

If you are unsure which applies, raise the matter and the school will route it correctly. You are not expected to classify your own concern.

5. How to Raise a Concern

- Raise the concern with your line manager, who will refer it to the Headteacher.
- If the concern relates to your line manager, or you do not feel at ease raising it that way, go directly to the Headteacher.
- If the concern relates to the Headteacher, go to the Chair of Trustees.
- If the concern relates to the Chair of Trustees, go to an external body — the LADO where it is a safeguarding matter, and otherwise the Department for Education, the Charity Commission where applicable, or the police. Details are at Appendix A.
- **If the concern is a safeguarding concern about any adult working in the school, it goes to the Headteacher and to the Local Authority Designated Officer without delay.**

- You may go directly to an external body at any point. You do not have to raise the matter internally first. See section 7.

Putting it in writing

Concerns are better raised in writing. Set out the background and history of the concern, giving names, dates and places where possible, and explain why you are particularly concerned about the situation. If you would rather speak first, ask for a meeting and a written note will be made.

6. How a Concern Will Be Handled

Stage	Timescale	What happens
Acknowledgement	Within 5 working days	You receive written acknowledgement that your concern has been received.
Initial consideration	Within 10 working days	The Headteacher or Trustees make initial enquiries to decide the appropriate course of action. Some concerns are resolved by agreed action without further investigation. The matter may need to be referred to the police, the LADO or external advisers.
Written plan	Within 15 working days	You are written to, indicating how the school proposes to deal with the matter and giving an estimate of how long a final response is likely to take.
Investigation	As set out in the plan	Usually handled, at least initially, by a member of senior management sufficiently distant from the concern to remain objective. Where no one in the school is sufficiently distant, an external investigator is appointed.
Further information	As required	You may be asked to a further meeting. You have the right to be accompanied by a trade union representative or a workplace colleague.
Outcome	As set out in the plan	You receive a formal written response setting out, subject to any legal constraints, the action taken and the outcome. Where possible you will be given copies of reports and other documentation, redacted if necessary. You will be offered a meeting with the Headteacher or the Trustees.

- The school may decide to take no further action, particularly where there is no evidence that wrongdoing within the meaning of this policy has occurred, is occurring or is likely to occur. The reasons will be explained to you.
- You are not entitled to determine the outcome of an investigation, or to insist that disciplinary action be taken or a prosecution brought.
- If you are not satisfied, you may raise your concerns at a further meeting. If you still believe the matter has not been investigated thoroughly, you may take it to one of the external bodies in section 7.
- Correspondence:** you will be asked at the outset how you wish to be contacted, and correspondence will be sent accordingly.

7. Raising a Concern Outside the School

The school would prefer to hear a concern first, so that it can put things right. That is a preference, not a requirement, and nothing in this policy prevents you from going elsewhere.

- You may raise a concern directly with a prescribed person at any time, including where you have already raised it internally and are not satisfied with the response.
- Safeguarding concerns may be taken directly to the Local Authority Designated Officer, to children's social care, or to the police, at any time. Where a child is at immediate risk, call 999.
- Confidential advice on how and where to raise a concern is available from the sources at Appendix A, including the NSPCC whistleblowing advice line and the whistleblowing charity Protect.
- Take care not to disclose personal information about pupils or staff more widely than the disclosure requires. That is a limit on how much you share and with whom, not a reason to stay silent.
- Disclosure to the media is a different matter and carries fewer protections. Take advice first.

8. Confidentiality and Anonymity

Confidential	You give your name, but the school does not reveal your identity to those the concern is about, so far as it is able. This is what the school recommends. It allows the school to come back to you for more information and to keep you informed.
Anonymous	You give no name. Anonymous concerns are considered at the school's discretion, taking into account the seriousness of the issue, the credibility of the concern, and whether it can be confirmed from other sources. They are harder to investigate, and the school cannot update you or protect you from detriment it does not know about.

- All concerns are treated in confidence and every effort is made not to reveal the identity of the person raising them, if that is what they want.
- There are circumstances in which the school may not be able to guarantee anonymity — for example where the matter becomes a police investigation or leads to legal proceedings. If that becomes likely, the school will tell you and discuss it with you first.
- An anonymous concern about a child's safety is always acted on.

9. Protection from Detriment

- No one who raises a concern in good faith under this policy will be subjected to any detriment as a result.
- Detriment includes dismissal, disciplinary action, being denied training or promotion, being moved or given unfavourable duties, being excluded or ostracised, or being treated differently by colleagues or managers.
- Where you have raised a concern openly, all those involved in the process must exercise due regard and sensitivity to ensure you do not suffer detrimental treatment.
- If you experience or fear harassment or victimisation, contact the Headteacher or the Chair of Trustees immediately — someone with the authority to challenge the alleged perpetrator. The school will consider how the risk can best be managed, and will act.
- The school will take steps to minimise difficulties arising from raising a concern. Where you are required to give evidence in criminal or disciplinary proceedings, the school will explain the procedure and offer support, including in dealing with the media where relevant.
- Retaliation against someone who has raised a concern is itself a disciplinary matter.

10. Malicious Allegations

A deliberately false or malicious allegation may be a disciplinary offence and will be dealt with under the school's Disciplinary Policy.

An important distinction

A concern that turns out to be mistaken is not a malicious allegation. People raise concerns on partial information; that is the nature of it, and the school would far rather receive ten concerns that come to nothing than miss the one that does not.

This clause applies only where someone knowingly makes a false allegation in order to cause harm. It is not a warning to those who are unsure.

11. Support and Guidance

- Raising a concern about a colleague is difficult, and the school recognises that.
- You may bring a trade union representative or a workplace colleague to any meeting under this policy.
- Confidential external advice is available from the sources at Appendix A.
- Support is available through the school's staff wellbeing arrangements — see the Staff Retention Policy.
- All staff are told about this policy at induction and reminded of it annually. A copy is displayed in the staff room and published on the school website.

12. Records, Monitoring and Review

- The Trustees have overall responsibility for the maintenance and operation of this policy.
- The Headteacher ensures that a record of concerns raised and their outcomes is maintained, in a form that does not endanger confidentiality and in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
- The Headteacher reports to the Trustees at least annually on the number of concerns raised, how they were handled, and any pattern arising — including a pattern of no concerns being raised at all, which is not necessarily good news.
- Records are retained in accordance with the school's retention schedule.
- This policy is reviewed annually.

A. Appendix A — Who to Contact

Inside the school

Role	Name and contact
Your line manager	As appropriate
Headteacher	Haneef Sandhar
Designated Safeguarding Lead	Haneef Sandhar, Headteacher · 0203 719 8697
Chair of Trustees	Moiz Madraswala — contact details are given to all staff at induction and displayed in the staff room

Outside the school

Body	When and how
Local Authority Designated Officer (LADO), Hounslow	SAAM duty desk 020 8583 5730 · lado@hounslow.gov.uk
Children's social care, Hounslow	020 8583 6600 (option 2) · childrensocialcare@hounslow.gov.uk · out of hours 020 8583 2222
Police	999 in an emergency; 101 otherwise
NSPCC whistleblowing advice line	0800 028 0285 · help@nspcc.org.uk Free advice for professionals worried that a child protection concern is not being handled properly.
Protect — the whistleblowing charity	Confidential, independent advice on raising a concern. protect-advice.org.uk
Ofsted	Concerns about a school, including whistleblowing about safeguarding. 0300 123 3155 · whistleblowing@ofsted.gov.uk
Department for Education	The registration authority for independent schools. School complaints: www.gov.uk/complain-about-school
Health and Safety Executive	Concerns about health and safety at work
Information Commissioner's Office	Concerns about data protection
Your trade union	Advice and representation

B. Appendix B — Related Policies

- Child Protection and Safeguarding Policy
- Low-Level Concerns procedure
- Staff Code of Conduct
- Grievance Procedure
- Disciplinary Policy and Procedure

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- Complaints Policy and Procedure
 - Safer Recruitment Policy
 - Equal Opportunities Policy
 - Restrictive Interventions and the Use of Reasonable Force Policy
 - Health and Safety Policy
 - Data Protection Policy and retention schedule
 - Staff Retention Policy

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