



NEWTON  
COLLEGE



International  
Schools  
Partnership

# Whistleblowing Policy

**2024-2025**

Reviewed by: Stephen Scott

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## Newton College

Contact details		
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Regional Director	Maggie Wright	<a href="mailto:mwright@ispschools.com">mwright@ispschools.com</a>
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## 1. Policy statement and principals

International Schools Partnership, Newton College and the Headteacher are committed to delivering a high quality education service to pupils and expect high standards from their staff and contractors. In order to maintain these high standards a culture of openness and accountability is vitally important.

**The aims of this policy are** threefold:

- to encourage staff to raise concerns about malpractice within the School without fear of reprisal
- to reassure staff that concerns will be taken seriously
- to provide information about how to raise concerns and explain how the Head and ISP may respond.

## 2. Scope of this policy

This policy applies to all School employees, agency staff, contractors and volunteers engaged by the School. There is a separate procedure for pupils and parents to raise concerns about school related issues.

## 3. Whistleblowing framework

### 3.1. What is whistleblowing?

In practical terms, whistleblowing occurs when a concern is raised about danger or illegality that affects others. The person blowing the whistle needn't be directly affected by the danger or illegality, nor should they have a personal interest in the outcome of any investigation into your concerns.

The whistleblowing protocol is different from a complaint or grievance. A complaint or grievance, states that the person making said report has been poorly treated. This poor treatment could involve a breach of an individual employment right or bullying, entitling the member of staff to seek redress for yourself.

### 3.1. Blowing the whistle on malpractice

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:

- the physical, emotional or sexual abuse of pupils or staff

- unauthorised use of School funds and/or financial maladministration
- fraud and corruption
- failure to comply with legal obligations
- endangering of an individual's health and safety
- damage to the environment
- a criminal offence
- failure to follow financial and contract procedure rules
- showing undue favour to a contractor or a job applicant
- miscarriages of justice
- deliberate concealment of information relating to any of the above
- concerns about the professional practice or competence of colleagues, other members of staff or other workers -refer to code of conduct

Staff should raise their concerns with the **Headteacher, Hugo Liz de Castro** ([h.liz@newtoncollege.es](mailto:h.liz@newtoncollege.es)). The earlier a concern is raised the easier it will be to take action.

The whistleblower is a witness to events not the investigator and doesn't need to wait for compelling evidence of malpractice before raising concerns, but must have reasonable grounds for the suspicion.

When reporting a concern the whistleblower should provide as much information and detail as possible. In particular, full names of the people involved or who know about what is happening, context, dates of events and any relevant documentation. This written report should be written without expressing personal opinions. This written report will help the investigator to focus on the main issues quickly.

There will be some cases where it is not appropriate to raise concerns with the Headteacher, for example where the suspicion of malpractice is about the principal. In those cases, you should report your concerns to the **Regional Managing Director, Maggie Wright** ([mwright@ispschools.com](mailto:mwright@ispschools.com)).

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The person raising the concern will be advised whether an investigation takes place or not.

### 3.2. Advice and support

The School recognises that staff may wish to seek advice and support from their professional association or trade union where this is in place, before blowing the whistle and the school will support you in doing this.

Whistleblowers who consider that they have been victimised as a result of whistleblowing should make a formal complaint to their employer immediately giving details of the way in which they believe they have been subject to detriment and their reasons for thinking that the detriment might be connected with their disclosure. The school's **Head of Human Resources, Solange Oliveira** ([s.oliveira@newtoncollege.es](mailto:s.oliveira@newtoncollege.es)) should also be made aware.

It is the responsibility of your employer to ensure that you are not victimised as a result of whistleblowing.

### **3.4. Confidentiality**

The School understands that a staff member may be reluctant to come forward with information about the wrongdoing of a colleague or manager or indeed at all. As such, the School recognises that whistleblowers may wish to raise concerns in confidence.

If you (the whistleblower) make a request for the matter to be kept confidential then your identity will not be revealed without discussing the matter with you first.

### **3.5. Anonymous Allegations**

It is recognised that the purpose of a whistleblowing policy is to allow people to make protected disclosure with the protection being against any reprisals or victimisation for disclosures made honestly and in good faith.

It is very difficult for some people to come forward and make a disclosure and the prospect of having to identify yourself can make the action of whistleblowing all the more daunting. You are encouraged to give your name when raising concerns.

A concern expressed anonymously is much less powerful and is often more difficult to investigate and can lack credibility.

The decision whether to investigate an anonymous allegation will be made by the Headteacher/ Principal and Regional Manager. When making this decision they will take into account the seriousness of the issues raised, the credibility of what is being said and the likelihood of confirming the allegation from other sources.

### **3.6. Protection of the whistleblower**

All concerns raised under this procedure will be treated seriously and a decision made about whether or not an investigation is appropriate. Depending upon the nature of the matter it may be referred to the external auditor or the police.

The person to whom the concern was reported will be responsible for keeping the whistleblower informed about the progress of the investigation and the action, which has been taken, although you may not be told the outcome.

In some cases the investigation may result in criminal or disciplinary proceedings. If this happens the whistleblower may be invited to give a written statement or give evidence at a hearing. The Headteacher will support the person raising the concern in this process and ensure that they understand what will happen.

### **3.7. Allegations not made in the public interest**

The school will not tolerate abuse of this Policy. Concerns that are raised frivolously, maliciously, or where they are known to be untrue may result in disciplinary action or, in the case of agency staff, the termination of the agency contract. In the case of contractors, the matter will be reported to the relevant Contract Manager so that a decision can be made about the appropriate action to take.

### **3.8. Reviews and operation of this policy**

International Schools Partnership in partnership with Newton College has overall responsibility for the operation of this policy.