Cothill House Policy Documents

ISSR 7 Whistleblowing Policy

Date: September 2026
Next review: September 2028

The Radley Schools Group Staff Intranet site (here) will always have the latest Whistleblowing Policy.

Cothill Whistleblowing Policy

Cothill 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 one or more of the following matters they reasonably believe has, is or is likely to be committed. This includes:

- Danger to the health and safety of any individual:
- A criminal offence:
- A miscarriage of justice:
- Failure to comply with any legal obligations:
- Damage to the environment: or
- The deliberate concealment of information about any of the above

Elements of the Policy:
Cothill House:

- 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; and
- 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. Employees should not use the whistleblowing procedure to raise grievances about their personal employment situation. This procedure is to enable members of staff to express a legitimate concern regarding actual or suspected wrongdoing within the School.

Wrongdoing is not easily defined; however, the law provides that it includes criminal activity, miscarriages of justice, the failure to comply with a legal obligation, danger to health and safety, damage to the environment and the deliberate concealment of any of the above matters.

Confidentiality
Employees who wish to raise a concern under this procedure may do so confidentially. The School will make every effort to keep an Employee's identity secret. If it is necessary for anyone investigating an Employee's concern to know their identity then this will be discussed with the Employee. Any Employee who is concerned about possible reprisals if their identity is revealed should contact the school's Head of Operations (Claire White). The School is committed to ensuring that employees who make a disclosure in good faith will not suffer any detriment as a result of raising a concern. If there is evidence of criminal activity then the Police and relevant authorities will in all cases be informed.

The Investigation
A member of staff will be at liberty to express their concern to the Head (George May) or Deputy Heads (Adam Pearson/Jack Phillips).

Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the disclosure 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 with the CEO of the Radley Schools Group

External Procedures
The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any actual or suspected wrongdoing in the workplace. The School recognises that in extreme circumstances employees may have the right to raise a concern directly with an external body. In most cases a member of staff should not find it necessary to alert anyone externally.

Where all internal procedures have been exhausted, however, a member of staff shall have a right of access through the CEO of the Radley Schools Group to the Council if they are still not satisfied that their concern is being properly dealt with.

The law recognises that in some circumstances it may be appropriate for a member of staff to report their concerns to an external body such as a regulator or the Police. Under no circumstances should an Employee approach a commercial body or the media. The School encourages any member of staff to seek advice before reporting a concern to anyone external to the School as to do so may constitute a breach of confidentiality and could damage the reputation of the School. The independent whistleblowing charity, Public Concern at Work, operates a confidential and independent helpline which employees are encouraged to use. They also have a list of prescribed regulators for reporting certain types of concern. They can be contacted through their website, www.pcaw.co.uk.

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

Protection from Reprisal or Victimisation
No member of the staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and follow this procedure.

ASP - September 2026