Whistleblowing Policy 2026

Policy owner	Tenby Schools, Tropicana Aman
Approval authority	TTA Senior Leadership Team (SLT)
Approval date	August 2026
Next review	August 2028 (or sooner if there are changes to be made.)
Scope	Whole school, Parents, Volunteers

1. Purpose and scope

TTA and the International Schools Partnership (ISP) promote an open culture in which concerns about wrongdoing, unsafe practice or serious misconduct are raised promptly and taken seriously. This policy explains how staff and others working for the school can speak up without fear of retaliation.

It applies to all employees, agency staff, contractors and volunteers. It complements, and does not replace, the school's safeguarding, grievance, complaints, health and safety, financial and disciplinary procedures.

2. What should be reported?

Raise a concern where you reasonably believe that wrongdoing or a risk affecting others may have occurred, may be occurring or may occur. This includes:

- abuse, neglect, exploitation or other harm to a student, or unsafe practice involving an adult working with children;
- serious misconduct, bullying, harassment, discrimination or abuse of authority;

- fraud, corruption, misuse of school funds, conflicts of interest or financial/procurement irregularities;
- breaches of law, serious health and safety risks, criminal activity or deliberate concealment of any of these matters;
- actions or omissions that put students, staff or others at risk, including failures to follow safeguarding procedures.

Whistleblowing usually concerns wrongdoing affecting others or the public interest. A concern about your own employment or treatment should normally be raised through the grievance procedure; where it also alleges wider wrongdoing, this policy may apply.

3. How to raise a concern

Raise the concern as soon as possible to the **Campus Principal** only and not any other colleague or line manager. You do not need to prove the allegation or investigate it yourself; report what you know and why it concerns you. If the concern involves the Campus Principal, or you believe they may not be able to deal with it impartially, report it to the ISP Regional Managing Director.

- For any safeguarding concern about a student or an adult working with children, use the school's safeguarding procedures immediately.
- Record concerns about staff in MyConcern's "Staff Safeguarding" section, or speak directly to the Campus Principal/DSL or a Deputy DSL. If the concern involves the Campus Principal/DSL, report it to the ISP Regional Managing Director and use an alternative safeguarding route where needed.
- If a child is in immediate danger, seek urgent assistance from the safeguarding team.
- Provide dates, names, relevant facts and any supporting records where available. Keep records secure and share information only with people who need it to act.
- Do not confront the person concerned, conduct your own investigation or promise a student confidentiality.

4. What happens next?

- The Campus Principal will acknowledge the concern where practicable, assess the immediate risks and decide the appropriate next steps. This may include an initial review, a formal investigation or referral to the relevant safeguarding lead, HR, ISP, auditors, regulators or law-enforcement/child-protection authorities.
- Concerns will be handled promptly, fairly and as confidentially as possible.
- The person raising the concern will be kept informed, where appropriate, about progress and closure. Privacy, employment rights and the integrity of any investigation may limit what can be shared. Relevant decisions, actions and reasons should be recorded factually and securely.

5. Confidentiality, anonymity and protection

- TTA will make reasonable efforts to protect the identity of a person who raises a concern in confidence. Information may need to be shared where necessary to safeguard a child, investigate fairly or meet legal obligations; this will be discussed with the person raising the concern where it is appropriate and safe to do so.
- Anonymous reports will be considered on their merits, taking account of seriousness, credibility and whether the facts can be checked. Giving your name and a safe way to contact you can make follow-up easier.
- Victimisation, retaliation or attempts to deter someone from raising a genuine concern are not acceptable. Anyone who believes they have been treated adversely for speaking up should report this to HR or the ISP Regional Managing Director.
- Concerns must be raised honestly and on reasonable grounds; knowingly false or malicious allegations may result in disciplinary or contractual action. An allegation not substantiated is not, by itself, evidence that it was malicious.

6. Advice and responsibilities

All staff have a professional responsibility to speak up promptly if they become aware of, suspect or receive information about serious wrongdoing, misconduct, unsafe practice or safeguarding risks. Concerns should be raised in good faith and on reasonable grounds; staff do not need to have proof or conduct their own investigation before reporting. Staff must not ignore concerns on the assumption that someone else will deal with them.

- If the CP receives a concern, they must take it seriously, assess whether immediate action is required to protect students or others, and ensure it is referred promptly through the appropriate school or ISP procedures.
- Concerns must be recorded accurately, handled sensitively and shared only with those who need the information to take appropriate action.
- If a member of staff raises a concern via another route, such as with their line manager, this must always be referred directly to the Campus Principal. A line manager or other member of staff should not investigate matters beyond their authority or allow a concern to be handled by anyone implicated in the allegation.
- All staff and leaders must cooperate honestly with authorised investigations, maintain confidentiality and ensure that anyone raising a concern in good faith is protected from victimisation or retaliation.
- Any attempt to suppress a concern, discourage reporting or retaliate against a person for speaking up must itself be reported.