

Whistleblowing Policy

Caterham Summer School



CATERHAM
SCHOOL

Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

Caterham Summer School

Whistleblowing Policy

Policy Status: Work Processes, Anti-Bullying, Behaviour, Safeguarding and Child Protection

Applies to: All staff, students, volunteers, contractors, visitors and partners

Author: Summer School and Holiday Programmes Manager

Last reviewed: April 2026

Next review: April 2027

1. Introduction and Rationale

Caterham Summer School is committed to maintaining the highest standards of openness, integrity and accountability. This Whistleblowing Policy provides a framework for staff, volunteers, contractors and third parties to raise serious concerns about wrongdoing or unsafe practice in confidence and without fear of reprisal.

This policy ensures concerns can be raised responsibly, investigated appropriately and addressed in a timely manner.

This policy reflects statutory safeguarding and whistleblowing guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and the [Public Interest Disclosure Act 1998 – GOV.UK](#)

2. Scope

This policy applies to all individuals engaged with Caterham Summer School, including:

- Employees (temporary or permanent)
- Seasonal staff
- Volunteers
- Contractors and agency staff
- Governors or external partners working with the Summer School

It applies to concerns relating to activities undertaken by Caterham Summer School while operating on the Caterham School site.

3. What Is Whistleblowing?

Whistleblowing is the reporting of concerns about serious wrongdoing that is in the public or organisational interest. This includes, but is not limited to:

- Safeguarding concerns involving children or vulnerable persons
- Criminal activity
- Financial malpractice or fraud
- Failure to comply with legal or regulatory obligations
- Health and safety risks
- Misuse of authority or serious misconduct
- Attempts to conceal any of the above

This policy is not intended for personal grievances (e.g. employment disputes), which should be raised through the appropriate management or grievance procedures.

4. Safeguards for Whistleblowers

Caterham Summer School is committed to:

- Treating all whistleblowing concerns seriously and sensitively
- Protecting whistleblowers from victimisation, harassment or retaliation
- Respecting confidentiality wherever possible
- Ensuring investigations are fair, proportionate and impartial

Concerns may be raised anonymously; however, this may limit the ability to investigate fully.

5. How to Raise a Concern

Concerns should be raised as soon as reasonably practicable. Oral or written reports are acceptable.

Initial Reporting Route (in order)

Concerns should normally be raised in the following order:

1. **Summer School and Holiday Programmes Manager**
(Initial point of contact for all whistleblowing concerns)
2. **Commercial Director**

If the concern cannot be raised with the above, or if the whistleblower believes the issue has not been addressed appropriately, the escalation routes below apply.

6. Escalation Routes

Where a concern involves leadership of Caterham Summer School, or where earlier reporting has not resulted in appropriate action, concerns may be escalated to:

- **Headmaster**
- **Bursar**
- **Director of People**

These escalation routes align with Caterham School's established Whistleblowing procedures, policy and governance structure revised and applied to the Caterham Summer School context.

7. Safeguarding Concerns

Any concern involving the safety or welfare of a child must be raised immediately.

Designated Safeguarding Lead (DSL) – Caterham Summer School:

Gareth Taylor

Summer School and Holiday Programmes Manager

Email: Gareth.taylor@caterhamschool.co.uk

Summer School Mobile: 07508 882042

Safeguarding concerns will be handled in line with [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#) and Caterham Summer School safeguarding procedures.

8. Investigation Process

All whistleblowing reports will be:

- Acknowledged promptly where contact details are provided
- Assessed to determine appropriate next steps
- Investigated proportionately and confidentially
- Managed by an appropriate senior member of staff or external authority where required

Where possible, whistleblowers will be informed of the outcome, subject to legal and confidentiality constraints.

9. Confidentiality and Anonymity

Every effort will be made to protect the identity of a whistleblower. However, there may be circumstances where disclosure is required by law or where anonymity prevents a fair investigation.

10. Malicious or False Allegations

Deliberately false or malicious allegations may result in disciplinary action. However, a concern raised in good faith will not result in action against the whistleblower, even if it is not upheld.

11. Monitoring and Review

This policy will be reviewed annually and updated in line with changes to legislation, safeguarding guidance or operational structure of Caterham Summer School.

12. Related Policies

- Caterham Summer School [Safeguarding Policy](#)
- Caterham Summer School [Staff Code of Conduct](#)
- Caterham School [Health and Safety Policy Arrangements \(Part C\)](#)
- Caterham School Risk Policy
- Caterham Summer School [Anti-Bullying Policy](#)

13. Policy Review

This policy is reviewed annually and after any safeguarding incident or significant change in guidance. This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Public Interest Disclosure Act 1998 – GOV.UK](#) and Caterham School best practice. It is due for review in April 2027