




**BLOOM WORLD
ACADEMY**

Reference Number

BWA-22

Whistleblowing Policy	
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Owner	Nicola Upham – Vice Principal, Student Development
Reviewer	John Bell – School Principal 



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Policy Aim

Bloom World Academy (BWA) considers this policy to be:

- An essential part of the school
- Supportive to staff and students in managing certain situations
- An important framework that will ensure consistency in applying values and principles throughout the establishment
- A roadmap for day-to-day operations
- Compliant with laws and regulations, offering guidance for decision-making and streamlining internal processes
- Designed to influence and determine all major decisions, actions, and all activities taking place within defined boundaries
- Aligned to the school's guiding statements and strategic goals determined during leadership meetings

Statement of Intent

BWA believes this policy to be a living, working document that reflects our ethos, mission, and vision. It promotes consistency and high standards across the school and is aligned with current UAE legislation and educational best practice.

Scope

This policy applies to:

- All BWA employees (teaching and non-teaching)
- Leadership and administrative teams
- Contractors and self-employed individuals working at BWA
- Agency workers
- Volunteers
- Consultants providing services to the school
- Trainee or student teachers
- External service providers on campus

Definitions

- Whistleblowing: Reporting suspected wrongdoing that is in the public interest.
- Whistle-blower: A person who raises a genuine concern relating to wrongdoing.
- Malicious/Vexatious Allegation: A knowingly false or misleading report intended to harm or discredit.



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- Grievance: A personal concern or dissatisfaction related to an individual's employment situation that does not qualify as whistleblowing.

Purpose of This Policy

This policy aims to:

- Encourage individuals to report wrongdoing in the knowledge that their concerns will be taken seriously and treated confidentially
- Establish procedures for reporting and investigating concerns
- Reassure staff they will not suffer victimisation or disadvantage for raising concerns in good faith
- Distinguish between whistleblowing and personal grievances
- Outline protections and responsibilities for those reporting concerns

What Qualifies as Whistleblowing?

Concerns that may be considered whistleblowing include but are not limited to:

- Criminal offences (e.g., fraud, corruption)
- Health and safety risks to students, staff, or visitors
- Failure to comply with legal obligations
- Environmental harm
- Misuse of school or educational trust funds
- Breaches of financial regulations
- Discrimination, abuse, or unethical practices
- Attempts to conceal any of the above

Confidential Reporting and Employee Protection

BWA, in line with Bloom Education, is committed to openness, accountability, and integrity. Employees are encouraged to report concerns without fear of retaliation.

We assure that:

- All concerns will be taken seriously and investigated
- Whistle-blowers will be protected against harassment or victimization
- Identity will be kept confidential whenever possible
- Anonymous allegations may be considered if they relate to child welfare or serious misconduct



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Procedure for Making an Allegation

1. **Reporting the Concern:** Any individual who wishes to raise a concern should report the matter in writing directly to their Principal. If the concern involves the Principal, the individual should escalate the report directly to the Chief Executive Officer (CEO). In circumstances where written communication is not feasible, verbal concerns may also be raised.
2. **Initial Response Within Five Working Days:** Within five working days of receiving the allegation, the individual who reported the concern will receive an acknowledgment of their submission. The response will include a clarification of how the concern will be addressed, an outline of the steps involved, and an estimated timeline for the investigation. In addition, appropriate support will be offered to the whistle-blower throughout the process.
3. **Investigation Process and Timeline:** The aim is to complete the investigation within ten working days. During any meetings related to the inquiry, the whistle-blower has the right to be accompanied by a professional colleague for support. A final report will be compiled at the conclusion of the investigation. The identity of the whistle-blower will not be disclosed in the report unless explicit permission has been granted to do so.
4. **Follow-Up Actions:** The individual who raised the concern will be notified once the inquiry has been completed. They will also be informed of any actions taken as a result of the investigation, which may include disciplinary measures. An anonymised version of the final report will be submitted to the CEO for review and further action, if necessary.

Employee Grievance Process (If Not Whistleblowing)

If the concern is personal or contractual, follow the Grievance Procedure:

1. Raise it with the Direct Line Manager/Principal
2. If unresolved, submit a written complaint to the Principal
3. If still unresolved, escalate to the HR Department
4. If dissatisfaction remains, HR may escalate to senior leadership/CEO

Responses will be provided at each stage within three working days.

Right to Appeal: If the individual who raised the allegation is dissatisfied with the outcome of the investigation or the actions taken, they have the right to appeal the decision. The appeal must be submitted in writing within five working days of receiving the final outcome. The appeal should clearly state the grounds for dissatisfaction and include any additional evidence or context that may not have been considered during the initial investigation. The appeal will be reviewed by a designated senior leader not previously involved in the case. A response to the appeal will be provided within ten working days, and this decision will be considered final.



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5. Processing and practice

The following narrative is explicit in its guidance, consistency, accountability, efficiency, and clarity.

Roles and Responsibilities

With regard to implementation of this policy, roles and responsibilities are clearly stated below:

Role of the Principal

- Ensure that the complaints policy is consistently applied across the school.
- Support Vice Principals and staff in resolving complaints efficiently and fairly.
- Respond to complaints of a serious nature, especially when raised directly by parents.
- Ensure that appropriate actions are taken following the investigation of a complaint.
- Maintain records of serious complaints and actions taken.

Role of School Personnel

It is the responsibility of the teachers and staff to:

- Listen to and respond to parental concerns in a timely and respectful manner.
- Seek to resolve issues informally wherever possible through direct communication with parents.
- Keep a record of concerns raised and actions taken.
- Escalate unresolved or serious matters to the Vice Principal for further support.
- Participate in any investigations related to complaints as required.

Confidentiality

Every effort will be made to protect confidentiality. However, during investigations, it may become necessary to identify the whistle-blower, especially in legal proceedings.

False or Malicious Allegations

Allegations made in good faith will not result in disciplinary action, even if unproven. However, knowingly false or malicious allegations may lead to disciplinary consequences, including dismissal.

Whistleblowing and Child Protection

Any concerns relating to child safety or protection must be reported immediately to the Designated Safeguarding Lead (DSL) or the Principal, following the Child Protection and Safeguarding Policy.



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Safeguard Against Reprisal

BWA will take disciplinary action against any employee who harasses or victimises someone for whistleblowing. This aligns with our Professional Effectiveness, Guidance and Support Policy.

Monitoring and Review

This policy will be reviewed annually or as needed to reflect legal or procedural changes and ensure alignment with strategic objectives.

Contact Points for Raising Concerns

- Principal
- HR Department
- Designated Safeguarding Lead (for child protection)
- CEO, Bloom Education (if concern is about senior leadership)

Associated Documentation

When implementing a policy, consideration must be given to how it aligns and supports other policies. To ensure consistency this policy is fully aligned with the following key policies:

Safeguarding
Complaints policy

6. Training implications

This policy will be shared with (who),
(when).....(how).

It will be revisited with (who),
(when).....(how).

7. Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.



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We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

8. Equity Impact Assessment

We have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief.

This policy has been equality impact assessed and we believe that it is fair, it does not prioritise or disadvantage any member of staff or student and it helps to promote equality at this school.