



*Darul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam make a positive contribution to the community and are champions of their faith.*

# **Whistleblowing Policy**

**This policy is in line with the Mission Statement of the School**

# Document Control

This policy has been approved for operation within Darul Madinah Primary School

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|----------------------|-------------|
| Date of last review: | August 2025 |
| Date of next review: | August 2026 |
| Review period:       | Annually    |
| Policy Status:       | Statutory   |
| Owner:               | Directors   |

Dar-ul-Madinah is committed to the highest standards of openness, probity and accountability. If a member of staff discovers evidence of malpractice or wrongdoing within the group, they can disclose this information internally without fear of reprisal. Our **Whistleblowing** policy is intended to cover concerns such as:

- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by the Senior management, or to raise any matters that are covered under other policies e.g. (discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the **Safeguarding Children policy**.

### **Raising a concern**

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation.

In the first instance concerns should be taken to the manager. If, due to the nature of the problem, this is not possible, concerns should be raised with the senior management.

The management have a duty of care to investigate all causes for concern whether themselves or through other methods

If the member of staff is still uncertain about how to proceed with the concern, he or she should contact the whistle-blowing Slough Safeguarding Board for advice.

### **Responding to a concern**

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which, the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

### **Rights and responsibilities of the whistle-blower**

All concerns will be treated in confidence and the management will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

#### **Action to be taken by Darul Madinah**

In the first instance Darul Madinah Manager should immediately discuss the allegation with the LADO. The purpose of an initial discussion is for the LADO and case manager to consider the nature, content and context of the allegation and agree a course of action

#### **Information on the Local Authority Designated Officer (LADO) for Slough**

##### **Managing Allegations against staff and volunteers who work with children**

If you have a concern about a professionals' or volunteers' suitability to work with children or there is an allegation about a member of the workforce, it must be immediately reported to a Designated Safeguarding Lead or Head teacher (within your service) first. If the allegation is about the Head teacher, then you can approach the Chair of Governors and then the Local Authority Designated Officer (LADO) within one working day. The LADO is also available for advice and can be contacted during office hour.

**LADO** 07927 681858 : LADO@sloughchildrenfirst.co.uk  
(for allegations against any staff or volunteers)

All sensitive information should be sent through Egress

<https://thelink.slough.gov.uk/safeguarding/safeguarding-in-schools/key-contacts>

Role as LADO includes:

- Providing advice and guidance to employers and voluntary organisations
- The management and oversight of allegations against staff and volunteers who work with children
- Liaising with the police and other agencies
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible and that the processes followed are fair and consistent.

### Referral criteria

An allegation has been made that a person who works with children in a paid or voluntary capacity has:

- **Behaved in a way that has harmed or may have harmed a child**
- **Possibly committed a criminal offence against children or related to a child**
- **Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children**

Once completed, please email this form to [LADO@slough.gcsx.gov.uk](mailto:LADO@slough.gcsx.gov.uk). You can also contact the LADO for advice / consultation on 01753 474053.

|                                                                    |  |
|--------------------------------------------------------------------|--|
| <b>Date of incident:</b>                                           |  |
| <b>Date of referral:</b>                                           |  |
| <b>Contact details of referrer</b>                                 |  |
| <b>Name of Referrer:</b>                                           |  |
| <b>Name of Organisation:</b>                                       |  |
| <b>Address:</b>                                                    |  |
| <b>Phone:</b>                                                      |  |
| <b>email address:</b>                                              |  |
| <b>Details of person subject to allegation or cause of concern</b> |  |
| <b>Name:</b>                                                       |  |
| <b>Date of Birth:</b>                                              |  |
| <b>Ethnicity:</b>                                                  |  |
| <b>Gender:</b>                                                     |  |
| <b>Address:</b>                                                    |  |
| <b>Phone number:</b>                                               |  |
| <b>Employer:</b>                                                   |  |
| <b>Job title / Role:</b><br><b>Dates of employment:</b>            |  |
| <b>Have there been any previous concerns /</b>                     |  |

|                                                                                                                           |  |
|---------------------------------------------------------------------------------------------------------------------------|--|
| allegations about this person?                                                                                            |  |
| Does this person have children of their own (under 18)? If so, please give details                                        |  |
| Does this person work in any other capacity with children or vulnerable adults paid or unpaid? If so, please give details |  |
| <b>Details of child/young person involved / alleged to have been harmed.</b>                                              |  |
| Name of child / young person:                                                                                             |  |
| Date of birth:                                                                                                            |  |
| Ethnicity:                                                                                                                |  |
| Gender:                                                                                                                   |  |
| Home address:                                                                                                             |  |
| Name of parents / carers:                                                                                                 |  |
| Is the child known to social care?                                                                                        |  |
| Are parents / carers aware of the allegation?                                                                             |  |
| Does the child / young person have a special need / disability?                                                           |  |

|                                                                                                     |
|-----------------------------------------------------------------------------------------------------|
| <b>Details of the Allegation</b>                                                                    |
|                                                                                                     |
| <b>What safeguarding arrangements have been put in place for the child / young person involved?</b> |

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|--------------------------------------------------|
| <b>LADO advice</b> (To be completed by the LADO) |
|                                                  |

Date Acknowledged by LADO:

***NB. It is the responsibility of the employing organisation to report allegations to Ofsted / ISI / GMC/ CQC / relevant professional body where appropriate.***