

Elizabeth Samuels Drama School Whistleblowing Policy and Procedure

At Elizabeth Samuels Drama School, we are committed to upholding the highest standards of integrity, accountability, and ethical conduct. We recognise the importance of providing a safe and supportive environment for all our students, parents, and staff. This Whistleblowing Policy and Procedure is established to encourage the reporting of concerns regarding any illegal, unethical, or inappropriate activities within our organisation, without fear of retaliation.

Throughout this policy, the term "whistleblower" refers to the individual raising a concern or making a complaint. It is not intended in a negative way and aligns with the terminology recommended by Lord Nolan in the Second Report of the Committee on Standards in Public Life: Local Spending Bodies, published in May 1996.

Elizabeth Samuels Drama School is fully committed to addressing malpractice and treats such issues with utmost seriousness. We recognise that some concerns may be highly sensitive, and therefore, we have established a system that allows for the confidential reporting of concerns within the school environment. Additionally, we have provisions for involving an external party outside the school's management structure.

Elizabeth Samuels Drama School is dedicated to fostering an atmosphere of trust and openness. Individuals with genuine concerns or suspicions can come forward with confidence, knowing that their concerns will be thoroughly considered and resolved.

This policy specifically pertains to matters involving suspected impropriety and does not cover more general grievances, which would be addressed through the Elizabeth Samuels Drama School grievance procedures.

This policy applies to all staff and volunteers at our school.

1. Policy Statement

1.1. Purpose:

This policy aims to provide clear guidelines for reporting concerns, ensuring that they are addressed promptly and confidentially.

1.2. Scope:

This policy applies to all students, parents, staff, volunteers, and anyone associated with Elizabeth Samuels Drama School.

2. Reporting a Concern

2.1. Internal Reporting:

Individuals who have concerns about any wrongdoing within the organisation are encouraged to report them verbally or via email to their immediate supervisor or Sam Davis.

2.2. Anonymous Reporting:

We understand that some individuals may be uncomfortable reporting concerns openly. We recommend Public Concern at Work (PCAW), a charity that offers free legal advice and support regarding serious malpractice at work.

Public Concern at Work

Telephone

Whistleblowing Advice Line: 020 7404 6609 General enquiries: 020 3117 2520

Fax

020 7403 8823

Email

UK advice line: whistle@pcaw.org.uk Media enquiries: press@pcaw.org.uk UK services: services@pcaw.org.uk

Address

CAN Mezzanine

7 - 14 Great Dover Street London SE1 4YR

3. Whistleblower Protection

3.1. Non-Retaliation:

Elizabeth Samuels Drama School strictly prohibits any form of retaliation against individuals who report concerns in good faith. Retaliation includes, but is not limited to, harassment, demotion, suspension, termination, or any adverse action against the whistleblower.

3.2. Confidentiality:

All reports and the identity of the whistleblower will be treated with the utmost confidentiality to the extent permitted by law. Only those individuals directly involved in investigating the concern will be informed.

4. Investigation and Resolution

4.1. Designated Investigator:

Upon receiving a report, the principal (Samuel Davis) or a designated individual will initiate a thorough investigation. The investigator will be impartial and will aim to complete the investigation within a reasonable timeframe.

4.2. Feedback:

The whistleblower will be provided with feedback on the progress and outcome of the investigation, to the extent permitted by law.

5. False Reporting

5.1. False Reports:

Elizabeth Samuels Drama School takes false reporting seriously. Individuals who knowingly make false or malicious reports may be subject to disciplinary action, including but not limited to termination or expulsion.

6. Review and Updates

6.1. Regular Review:

This Whistleblowing Policy and Procedure will be reviewed periodically to ensure its effectiveness and relevance. Any necessary updates will be made.

7. Contact Information

For reporting concerns or seeking clarification on this policy, please use the following contact information.

Elizabeth Samuels Drama School

Name: Samuel Davis

Email: sam@elizabethsamuelsdrama.com

Phone number: 07429478447

We are committed to maintaining an organisation that values transparency, honesty, and the well-being of our community members. This Whistleblowing Policy and Procedure underscores our dedication to these principles and our commitment to addressing concerns promptly and fairly.

Every member of the Elizabeth Samuels Drama School community has a role to play in ensuring our organisation operates with integrity and in the best interests of all stakeholders. Your vigilance and willingness to report concerns are essential in upholding these values.