Cardiff Academy

POLICY /// GOVERNANCE AND CORPORATE

Whistleblowing Policy

How staff, contractors, agents and volunteers can raise concerns about wrongdoing, malpractice or danger at Cardiff Academy safely and confidentially, the protection they will receive, and how concerns will be investigated.

REFERENCE	**CA-GOV-10**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Chief Executive Officer**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff, governors, contractors, agency workers, volunteers and education agents**	PUBLISHED	**Staff portal; website**

RELATED POLICIES CA-WEL-01 Safeguarding and Child Protection; CA-GOV-05 Anti-Bribery, Corruption and Fraud; CA-HR-03 Disciplinary, Capability and Grievance; CA-HR-02 Staff Code of Conduct; CA-WEL-08 Student Complaints

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

Cardiff Academy is committed to the highest standards of honesty, openness and accountability. We want anyone who works with us to feel able to raise concerns about wrongdoing at the earliest stage, without fear of victimisation, and to know that their concern will be taken seriously.

2 What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or danger in the workplace that is in the public interest. Examples include:

- a risk to the safety or welfare of a student, particularly a student under 18 or an adult at risk
- criminal activity, including fraud, bribery or theft
- breach of a legal obligation, including immigration or sponsor licence duties
- academic malpractice, for example falsifying marks, attendance or certificates

- danger to health and safety
- damage to the environment
- deliberate concealment of any of the above

Personal grievances about your own employment (for example pay, workload or a dispute with a colleague) should normally be raised under the Grievance procedure (CA-HR-03), unless they also involve wider public interest.

> **SAFEGUARDING** Concerns that a child or adult at risk is being harmed, or that a member of staff may pose a risk to students, must be reported immediately to the Designated Safeguarding Lead, or to the Principal or CEO if the concern is about the DSL. If you think a child is in immediate danger, call 999.

3 Protection for whistleblowers

- Staff who raise a concern in good faith and in the reasonable belief that it shows wrongdoing will not suffer any detriment, even if the concern turns out to be mistaken.
- Victimising or deterring a whistleblower is a disciplinary offence.
- Deliberately making false or malicious allegations is a disciplinary offence.

4 Confidentiality

We will protect the identity of a person raising a concern if they ask us to, so far as we can. We may need to disclose identity where required by law, or where the investigation cannot proceed without it, and we will discuss this with the person first. Anonymous concerns will be considered but are harder to investigate.

5 How to raise a concern

1. **Internally: raise your concern with your line manager, the Principal or the CEO, in person or in writing. If the concern involves senior leaders, contact the Chair of the Board of Governors in writing, marked "Private and confidential – for the Chair of the Board", via enquiries@cardiffacademy.co.uk.**
2. **Safeguarding concerns about staff:** report to the Principal, who will consult the Local Authority Designated Officer (LADO). If the concern concerns the Principal, report to the CEO or Chair of the Board.
3. **Externally:** if you feel unable to raise the concern internally, or have done so and believe it has not been addressed, you may contact a "prescribed person". Relevant prescribed persons and organisations include:

Concern	Contact
Child protection or adults at risk	Cardiff Multi-Agency Safeguarding Hub (MASH): 029 2053 6490; Local Authority Designated Officer (via MASH)
Child protection (independent schools in Wales)	Estyn; Care Inspectorate Wales (where relevant)
Immigration compliance or sponsor licence	UKVI, via the Home Office

Concern	Contact
Health and safety	Health and Safety Executive
Data protection	Information Commissioner's Office
Fraud	Action Fraud; Serious Fraud Office
Independent advice	Protect (whistleblowing charity): 020 3117 2520, protect-advice.org.uk; NSPCC Whistleblowing Advice Line: 0800 028 0285

6 How we will respond

1. The person receiving the concern acknowledges it within **5 working days** and refers it to the CEO (or the Chair, if the CEO is implicated).
2. The CEO decides whether an investigation is needed and who will conduct it, ensuring independence. Where the concern relates to a criminal offence or safeguarding, the police or local authority may need to lead.
3. The whistleblower is kept informed of progress, although some details may be confidential.
4. Investigations should normally be completed within **30 working days**.
5. The outcome and any action taken are recorded and reported to the Board in anonymised form.

7 Records

The CEO keeps a confidential Whistleblowing Log recording the concern, the investigation, the outcome and any actions. Records are retained for at least six years.

8 Review

This policy is reviewed annually. The Board receives an annual summary of concerns raised and their outcomes.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Standard 40 (safeguarding arrangements, including reporting concerns about staff); Standard 48 (appropriate policies)
British Council Accreditation UK criteria	M8 (HR policies made known to staff); S1–S2 (safeguarding policy known to all adults)
UKVI Student sponsor guidance	Sponsor duties – concerns about immigration compliance can be reported internally and to the Home Office
University partner due diligence	Partner due diligence – whistleblowing mechanism for staff
Legislation and statutory guidance	Public Interest Disclosure Act 1998 (amending the Employment Rights Act 1996); Keeping Learners Safe (Welsh Government, 2022); Wales Safeguarding Procedures

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Whistle Blowing Policy (2025)
1.0	October 2026	Chief Executive Officer	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		