

St Benedict's Catholic Primary School

Whistle-blowing Summary

This summary seeks to give an overview of the policy (read the full policy for details) and is on the back of the toilet doors, PPA room and on the staff share.

The main policy can be found on the Staff Share and on the website.

- **YOU** (any member of staff) can raise serious concerns about things going on in school at anytime

(this is not the method by which to raise capability issues)

- If you have **concerns about a member of staff**, speak to Hannah (Head)
- If your **concerns are about the head**, speak to the Chair of Governors (Kirsty Guite – kmitchell@stbenedicts.cheshire.sch.uk)
- If you are concerned about **both the head and the chair**, contact the Director of HR Neil McCurrie (hr@olhoc.org.uk)
- You will need to **put your concerns in writing** (see the full policy about what to include) and give to the relevant person as listed above. If you don't feel ready for putting it in writing, you can tell the Head or Deputy in a meeting and they will advise about next steps.

You will get a response within **10 working days**, which will outline the next steps/actions to be taken.

Allegations will be treated **confidentially and discreetly**.