

Any member of staff may experience concerns about events at work from time to time. You may be worried about raising such issues or may prefer to keep your concerns to yourself. Examples of such concerns might include bad practice, unacceptable behaviour or ill-treatment of anyone by a member of staff, suspected fraud, a criminal offence which has been, or is likely to be committed, a disregard for the law, breaking Standing Financial Instructions, damage to the environment, e.g. incorrect or wrong disposal of waste, showing undue favour over a contractual matter or to a job applicant; a breach of a code of conduct evidence being concealed or destroyed. The Management Team are committed to this policy. If you raise a genuine concern, you will not be at risk of losing your job or suffering any form of backlash as a result. As long as you are acting in good faith, it won't matter if you are mistaken:

- If you ask for your identity to be protected, your identity won't be given without your permission.
- Sometimes, to get things done, anonymity is not possible. In these cases, you will be told and can decide the best way to proceed with the issue.
- Once a concern is raised, it will first be assessed.
- There may be an investigation.
- You may be asked how you think the matter might best be resolved.
- Ideally, issues should be raised with your line manager. If not, they can be raised with HR or Senior Managers.
- This can be done verbally or in writing.
- A confidential interview will then be held between you and a Senior Manager. You will have the right to be accompanied by a work colleague.
- Following the confidential interview, the Senior Manager will report the concern to a relevant Director, who may conduct an investigation.
- If you are still concerned, then you may contact the school governance. Direct contact can be made with governance by emailing Maria Shah: at mariashah@thewritetime.org.uk.
- Once the investigation has been completed, The Write Time recognises your right to pursue the matter via other internal policies and procedures.
- Records regarding any investigation will be kept in a separate, secured file for 6 years.

**The Write Time strongly believes in the importance of resolving issues at the earliest opportunity.
Therefore, the key message to all staff is "raise your concerns, even if you are unsure."**