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BST Whistleblowing Policy

The British School in Tokyo
School Policy Document

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Introduction:

All staff at BST must feel that they are in a safe and supportive environment. This must include the ability to raise concerns about events and incidents that make staff feel uncomfortable and may well be inappropriate.

A staff member might be the first to recognise that something is wrong but may not feel able to express the concern out of a feeling that this would be disloyal to colleagues or may fear harassment or victimisation. These feelings, however natural, must never result in a child or student continuing to be unnecessarily at risk. It is often the most vulnerable students who are targeted. These students need someone to safeguard their welfare.

BST staff respond by thinking: 'what if I am right – rather than – what if I am wrong'

Reasons for whistleblowing:

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- Prevent the problem worsening or widening
- Protect or reduce risks to others
- Prevent becoming personally implicated

What stops people from whistleblowing?:

- Starting a chain of events which spirals
- Disrupting their work or projects
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern:

- The concern, suspicion or uneasiness should be voiced as soon as possible. The earlier a concern is expressed the easier and sooner it is possible for action to be taken
- Pinpoint the practice that is of concern and why
- Approach someone to confide in, if in doubt contact a member of the SLT
- Make sure a satisfactory response is received – don't let matters rest
- Put the concerns in writing
- Discuss the concern with the SLT where appropriate. If the concern is about the Head of School, speak to the Chair of the Board of Trustees
- A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.



Paul Tough
Principal