



# **Whistle Blowing Policy**

**Last Updated: September 2025  
To Be Reviewed: September 2026**

*"He does not utter a [single] word, except that there is, with him, [an angel] ready and waiting [to record it]." Qur'an, [50:18]*

## **1 Preamble**

Al Risalah Trust is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect employees and others with whom we deal, who have serious concerns about any aspect of the school's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

This policy makes it clear that you can do so without fear of victimisation, discrimination or disadvantage. This policy is intended to encourage and enable employees to raise serious concerns within the school in the first instance so that it is not necessary to resort to outside agencies.

## **2 Aims and Scope of this Policy**

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. This policy is intended to cover major concerns that fall outside the scope of other procedures. These include:

- conduct, which is an offence, a breach of the law or contrary to the teachings of Qur'aan and Sunnah;
- disclosures related to miscarriages of justice.
- health and safety risks, including risks to the public as well as other employees.
- damage to the environment.
- the unauthorised use of funds;
- possible fraud and corruption.
- abuse of students; or
- other unethical or immoral conduct.

Thus, any serious concerns that you have about any aspect of service provision or the conduct of employees or governors of the school or others acting on behalf of the school can be reported under this policy. This may be something that makes you feel uncomfortable in terms of known standards, your experience or the values, beliefs and standards to which the school subscribes; is against the school's trust deed or instrument of government or policies; falls below established standards of practice; or amounts to improper conduct.

## **3 Safeguards**

The school will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Any investigation into allegations of potential malpractice will not influence you or be influenced by any disciplinary or redundancy procedures that might affect you.

#### **4 Confidentiality**

All concerns will be treated in confidence, and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. You also have a duty to observe this confidentiality.

#### **5 Anonymous Allegations**

You are encouraged to put your name to your allegation wherever possible. Concerns expressed anonymously are much less powerful but will surely be considered at the discretion of the Board of Governors. In exercising this discretion, the factors to be taken into account will include:

- the seriousness of the issue raised.
- the credibility of the concern and
- the likelihood of confirming the allegation from attributable sources.

#### **6 Untrue Allegations**

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously, or for personal gain, disciplinary action may be taken against you.

#### **7 How to Raise a Concern**

If you reasonably believe that you have discovered serious malpractice within the school you should ideally raise these concerns with your line manager. However, if, for whatever reason this is not possible or appropriate, you should contact the Headteacher.

You will be given the opportunity to discuss your suspicions, and an appropriate person will be designated as investigating officer, who will arrange for an investigation to take place.

If you suspect that the Headteacher may be involved in the malpractice, then you should contact the chair of the governing body or the Director of Al Risalah Trust. If you find that none of the above mentioned options are suitable then you should contact the DfE and Ofsted.

Within **10 working days** of your initial meeting, the investigating officer will write to confirm the details of your concern and that an investigation will take place. Throughout the investigation, you will be kept informed of progress and you will normally be advised of the eventual outcome, subject to third party rights. All correspondence will be addressed to your home.

If a meeting is needed, it may be arranged off site if you wish, and a union representative or a friend may accompany you. Although records will need to be kept as the enquiries progress, these will be of an anonymous nature.

There can be no prescribed time limits for completion of the investigative process, but it will obviously be in the interests of all concerned if the issue is resolved without delay.

If you have any complaint about the way in which the investigation is being handled, then you should raise this with the designated investigating officer in the first instance. If the complaint remains unresolved then you may contact the Director of Education with your concerns.

When the investigation is complete a report will be presented to the governing body, which will decide upon the appropriate course of action. Subject to any relevant legal constraints, you will be informed of the action to be taken. If you do not agree with the outcome then you will have seven days in which to make your concerns known to the governing body, via the chairman. If you remain dissatisfied with the response from the governing body, then you may consider contacting DfE, who has the power to intervene if the governing body appears to be acting unreasonably.

At no stage should you contact the media without the written permission of the Chairman of the Governing Body. Such action would be a breach of confidentiality and will result in disciplinary proceedings against you.

## **8 List of Contacts**

*Head teacher: Neena Lone 0208 767 6057*

*Manager: Shazra Abbasi 0208 767 0716*

*Chair of Governors Y Bobat 0208 5430664*

*Al-Risalah Director of Education 07968 389490*

*Department for Education: 0370 000 2288*

## **9 NSPCC Helpline**

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)