



Whistleblowing Policy

Cambridge Korean School

1. Purpose of the Policy

Cambridge Korean School is committed to the highest standards of openness, integrity, and accountability. This Whistleblowing Policy is designed to encourage staff, volunteers, and others working on behalf of the school to raise concerns about malpractice, wrongdoing, or safeguarding failures without fear of reprisal.

This policy supports the school's Safeguarding and Child Protection Policy and is aligned with **Keeping Children Safe in Education (KCSIE)**, which states that staff should feel confident to raise concerns about poor or unsafe practice.

2. Scope

This policy applies to:

- All teachers, volunteers, staff, committee members, and trustees
- Any individual working on behalf of Cambridge Korean School

Concerns may relate to actions by staff, volunteers, leaders, trustees, or external partners connected to the school.

3. What is Whistleblowing?

Whistleblowing is the reporting of concerns about:

- Safeguarding or child protection failures
- Conduct that puts children at risk
- Abuse of position or authority
- Criminal activity
- Breach of legal or regulatory obligations
- Serious professional misconduct
- Attempts to conceal any of the above

This policy does **not** replace normal grievance procedures for personal employment-related issues.



4. Safeguarding and Child Protection

Safeguarding concerns about a child or about the conduct of an adult **must always be reported**.

If a concern relates to:

- **Immediate risk of harm to a child** → Call 999
- **An allegation against a member of staff or volunteer** → Report to the **Designated Safeguarding Lead (DSL)** or directly to the **Local Authority Designated Officer (LADO)**

Whistleblowing may be necessary where safeguarding concerns are not being addressed appropriately.

5. How to Raise a Concern (Internal Procedure)

Concerns should be raised as early as possible.

1. Raise the concern with the **Designated Safeguarding Lead (DSL)**
2. If the concern involves the DSL, report to the **Deputy DSL** or **Chair of the Committee / Trustees**
3. Concerns may be raised verbally or in writing

All concerns will be taken seriously and handled sensitively and confidentially.

6. External Reporting (Local Authority / Ofsted)

If an individual feels unable to raise concerns internally, or believes that concerns have not been addressed appropriately, they may contact:

- **Local Authority Designated Officer (LADO)** – Cambridgeshire County Council
- **Cambridgeshire Children's Services (MASH)** – for safeguarding concerns

Raising concerns in good faith will not result in disciplinary action.

7. Protection for Whistleblowers

Cambridge Korean School will:

- Not tolerate harassment or victimisation of whistleblowers
- Take appropriate action if retaliation occurs
- Treat concerns confidentially wherever possible

This policy is underpinned by the **Public Interest Disclosure Act 1998**, which provides legal protection for whistleblowers.



8. Confidentiality and Anonymity

- Concerns may be raised confidentially
 - Anonymous concerns will be considered, although investigation may be more difficult
 - The school will make every effort to protect the identity of the whistleblower
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9. Record Keeping

- All whistleblowing concerns and actions taken will be recorded securely
 - Records will be kept in line with data protection legislation
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10. Policy Review

This Whistleblowing Policy will be reviewed annually or following any significant incident or change in guidance.

11. Key Contacts (to be completed)

- Designated Safeguarding Lead (DSL): **Angela Brown, shinangela@gmail.com**
 - Chair of Committee / Trustees: **Choonchu Kim, choonck@hotmail.com**
 - Head of School: **Hyungi An, anhungi22@gmail.com**
 - Local Authority: **Cambridgeshire County Council**
Cambridgeshire Children's Services (MASH)
0345 045 5203 (Monday–Thursday 8:00–17:30; Friday 8:00–16:30)
 - LADO: **Cambridgeshire Local Authority Designated Officer**
LADO@cambridgeshire.gov.uk
<https://www.cambridgeshire.gov.uk/council/contact-us/report-allegations-about-a-practitioner-or-volunteer>
01223 727 967 (Monday to Friday during office opening hours)
01733 234 724 (Emergency Duty Team - out of hours queries)
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All staff and volunteers are expected to familiarise themselves with and follow this Whistleblowing Policy.



Whistleblowing Concern Report Form

Cambridge Korean School

(This form should be used to record whistleblowing concerns in line with the Whistleblowing Policy and Safeguarding and Child Protection Policy. Completed forms must be handled confidentially and stored securely.)

Section 1: Details of the Person Raising the Concern

(You may complete this form confidentially. Anonymous reports will be considered, but may limit the school's ability to investigate.)

- Name: _____
- Role (e.g. teacher, volunteer, committee member): _____
- Contact details (email / phone): _____
- Preferred method of contact: _____

☐ I wish to remain anonymous

Section 2: Nature of the Concern

Please indicate the type of concern (tick all that apply):

- ☐ Safeguarding or child protection concern
- ☐ Conduct that may put children at risk
- ☐ Allegation against a member of staff or volunteer
- ☐ Serious professional misconduct
- ☐ Breach of legal or regulatory requirements
- ☐ Criminal activity
- ☐ Other (please specify): _____

Section 3: Details of the Concern

Please provide a clear and factual description of the concern.

Include **what happened, when, where, who was involved**, and how you became aware of the issue.
(Continue on a separate sheet if necessary.)



Section 4: Individuals Involved

- Name(s) of person(s) involved in the concern:

- Role(s) of person(s) involved: _____

Section 5: Safeguarding Risk

- Is a child or young person at immediate risk of harm? ☐ Yes ☐ No

If **Yes**, has emergency action been taken?

☐ 999 called

☐ DSL informed immediately

☐ Other action taken (please specify): _____

Section 6: Previous Reporting

- Have you raised this concern previously? ☐ Yes ☐ No

If **Yes**, please provide details (to whom and when):

Section 7: Supporting Evidence

Please list any evidence that supports your concern (e.g. dates, records, messages, witnesses).

Do not attach original documents unless requested.



Section 8: Declaration

I confirm that the information provided is accurate and reported in good faith.

Signature: _____

Date: _____

Section 9: For School Use Only

- Date concern received: _____
- Received by (DSL / Deputy DSL / Chair): _____
- Initial action taken: _____

Referral made to:

- ☐ Children's Social Care (MASH)
- ☐ LADO (Cambridgeshire)
- ☐ Police
- ☐ Ofsted
- ☐ No external referral at this stage

Outcome / next steps:

Review date: _____

Confidential – This document must be stored securely in accordance with data protection and safeguarding requirements.