Janvrin School

Whistleblowing Policy

May 2026

1. Purpose

This policy is designed to encourage and enable employees and others to raise serious concerns within the organization rather than overlooking a problem or seeking resolution outside. It aims to ensure that concerns are handled responsibly, professionally, and confidentially.

2. Scope

This policy applies to all employees, contractors, consultants, volunteers, and temporary staff working with or for the organization.

3. Definition of Whistleblowing

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes, but is not limited to:

- Criminal activity
- Miscarriages of justice
- Health and safety risks
- Environmental damage
- Breach of legal or regulatory obligations
- Financial fraud or mismanagement
- Abuse of authority
- Any attempt to cover up any of the above

Not all serious concerns are whistleblowing concerns. It is therefore important to read this policy to understand whether your serious concern should be dealt with under this policy.
If your serious concern is a personal serious concern, it may be better dealt with using one of our other internal processes. The policies that may be relevant are:

- resolving grievances
- dignity and respect at work
- equality and diversity
- anti-corruption and fraud

4. Reporting Procedure

4.1 How to Raise a Concern

Concerns should be raised as soon as possible. Reports can be made:

- Verbally or in writing to your line manager
- Directly to your line manager (if a serious concern relates to your line manager, to their line manager) to the Chief Officer of your department, or to the Chief People Officer
- Through a designated whistleblowing speak up line that is available all day, every day.
  There are two ways to contact the speak-up line. By free phone 0800 069 8007 or States of Jersey Ethics Point website Ethics Point - States of Jersey · If you are a line manager, it is your responsibility to make the time to listen, understand and acknowledge any serious concerns reported to you. You should then ask the public servant to submit a serious concern report using the speak up line by free phone 0800 069 8007 or States of Jersey Ethics Point website.

- **4.2 Anonymous Reporting**

Reports can be made anonymously, although it may limit the ability to investigate thoroughly.

5. Protection and Support

5.1 Protection from Retaliation

The organization will not tolerate any retaliation against individuals who raise concerns in good faith. Disciplinary action will be taken against anyone found to have harassed or victimized a whistleblower.

Right to be represented or accompanied, including companion support

By law, any employee can bring one person to a formal meeting. This is known as the right to be accompanied. An employee can be accompanied by one of the following:

- a trade union representative of the member's choice
- a workplace colleague. This can be anyone from within Public Service but should not be a family member or legal representative
- companion support in special circumstances

Support and wellbeing

Your wellbeing is our priority, everyone should feel safe and supported in the workplace.

Sources of wellbeing support and guidance can be found for public servants on MyStates.

6. Confidentiality

- All concerns raised will be treated in confidence, which means they will only be disclosed to appropriate persons under the policy, when absolutely necessary. We will ensure you are notified of the progress of your concern throughout.
- Every effort will be made not to reveal your identity. However, at the appropriate time (for example, during a police investigation) you may be asked to come forward as a witness because a statement may be required as part of evidence.
- You can choose to raise your concern anonymously to the speak up line and you will be allocated a case number. All and any future contact that you make relating to your concern can therefore be identified solely by reference to the allocated case number in order to protect your identity.
- We recognise that it is natural to want to speak to colleagues about the issues that you are experiencing. However, confidentiality and discretion can safeguard this procedure, benefitting all of those involved.
- Once a complaint has been made you should not discuss the concern with any of the subjects of your complaint. You must not attempt to conduct any interviews or investigations of your own. A failure to maintain confidentiality and act with discretion could be detrimental to a formal process. Therefore, if you are participating in a formal investigation or process under this policy, we will remind you that you must keep matters confidential and only discuss with your nominated workplace colleague / companion / union representative. A breach of confidentiality of this process may result in disciplinary action.
- Anyone who has an identified role within this policy, for example a designated person or a commissioning manager should ensure confidentiality and discretion and safeguard the identity of the 'whistleblower' should they wish to remain anonymous.
- In the event that an allegation raised against another public servant is upheld, as this matter is confidential, you will not be made aware of this and any associated outcomes.
- In informal matters, we also encourage all public servants to be mindful with whom you choose to speak and use the relevant wellbeing sources we have available to you during this process. Wellbeing resources can be found for public servants on MyStates.
- If you need additional support, speak to your line manager, the case manager or the commissioning manager for the case. You can also access support through the speak up helpline, or on the wellbeing pages on MyStates.

6. Investigation and Outcome

All reports will be assessed and, where appropriate, investigated promptly. The whistleblower may be informed of the outcome, subject to legal and confidentiality constraints.

7. False Allegations

Deliberately false or malicious allegations may result in disciplinary action.

If you report a serious concern in good faith, but it is not confirmed by the investigation, no action will be taken against you. However, if during the investigation it is found that you made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

8. Withdrawal of a serious concern

If you choose to withdraw your serious concern, this must be done in writing to the person to whom the serious concern was initially raised. If we feel the circumstances warrant it, we reserve the right to continue to investigate a serious concern that has been withdrawn.

If you choose to withdraw your serious concern, this must be done in writing to the person to whom the serious concern was initially raised. If we feel the circumstances warrant it, we reserve the right to continue to investigate a serious concern that has been withdrawn.

9. Review and Monitoring

This policy will be reviewed annually and updated as necessary to ensure its effectiveness.

Further Information:

Whistleblowing policy for public servants of the Government of Jersey

Issue date	1 November 2022

Effective date	21 March 2025
Review date	31 October 2024 (scheduled for review in 2025)
Version	1.4