



LAUDE SAN PEDRO INTERNATIONAL COLLEGE

Whistleblowing Policy

2025

Laude San Pedro International College

Contact details		
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ISP Deputy Regional Managing Director	Miguel Ángel Garrán	mgarran@ispschools.com

1.0 Introduction

At Laude San Pedro we want all members of our community to have a shared understanding of our vision, values, standards, policies and procedures so that we can all work towards creating a positive and ambitious learning environment for the pupils in our care:

Vision

"Safe, Happy, Learning"

Missions

We inspire students to become motivated, respectful learners in our inclusive and vibrant international school community. We empower our students to reach their individual potential through building positive relationships in a safe, happy and nurturing environment.

Core values

Resilience
Empathy
Aspiration
Courage
Honesty

2.0 Rationale

International Schools Partnership and the Principal are committed to delivering a high quality education service to pupils and expect high standards from their staff and contractors. In order to maintain these high standards a culture of openness and accountability is vitally important. The aims of this policy are threefold:

- to encourage staff to raise concerns about malpractice within the School without fear of reprisal
- to reassure staff that concerns will be taken seriously
- to provide information about how to raise concerns and explain how the Head and ISP may respond.

3.0 Scope of the Policy

This policy applies to all School employees, agency staff, contractors and volunteers engaged by the School. There is a separate procedure for pupils and parents to raise concerns about school related issues. This policy directly links with the ISP Group Whistleblowing Procedure Guidance found [here](#).

4.0 What is whistleblowing?

In practical terms, whistleblowing occurs when a concern is raised about danger or illegality that affects others. As the person blowing the whistle you will not necessarily be directly affected by the danger or illegality. Consequently, you will not necessarily have a personal interest in the outcome of any investigation into your concerns. This is different from a complaint or grievance. If you make a complaint or lodge a grievance, you are saying that you personally have been poorly treated. This poor treatment could involve a breach of your individual employment rights or bullying and you are entitled to seek redress for yourself.

5.0 Raising concerns on Malpractice

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:

- the physical, emotional or sexual abuse of pupils or staff,
- unauthorised use of School funds and/or financial maladministration · fraud and corruption,
- failure to comply with legal obligations,
- endangering of an individual's health and safety,
- damage to the environment,
- a criminal offence,
- failure to follow financial and contract procedure rules,
- showing undue favour to a contractor or a job applicant,
- miscarriages of justice,
- deliberate concealment of information relating to any of the above · concerns about the professional practice or competence of colleagues, other members of staff or other workers.

Staff should raise their concerns with the **Principal only** using the email address whistleblowing@laudesanpedro.com. The earlier a concern is raised, the easier it will be to take action. You, the whistleblower, are a witness to events not the investigator. You do not need to wait for compelling evidence of malpractice before raising concerns, but you must have reasonable grounds for your suspicion.

When reporting a concern, you should provide as much information and detail as possible. In particular, you should provide the full names of the people involved or who know about what is happening, including the names of those involved, dates of events and any relevant documentation. This will help the Principal to focus on the main issues quickly.

There will be some cases where it is not appropriate for you to raise concerns with your Principal, for example where you suspect your Principal already knows about the malpractice or where you suspect your Principal may be involved. In those cases, you should report your concerns to the **Deputy Regional Managing Director** - Miguel Ángel Garrán: mgarran@ispschools.com

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. You will be advised whether an investigation takes place or not.

The full information about procedure and protocols can be found within the [Appendix - Summary of Procedures and Protocols](#)

6.0 Advice and Support

The School recognises that staff may wish to seek advice and support from their professional association or trade union where this is in place, before blowing the whistle and the school will support you in doing this. However, when reporting the concern to the Principal via the whistleblowing email address, no other person should be in copy for the purpose of confidentiality.

Whistleblowers who consider that they have been victimised as a result of whistleblowing should make a formal complaint to their school Principal immediately, giving details of the way in which they believe they have been subject to detriment and their reasons for thinking that the detriment might be connected with their disclosure.

It is the responsibility of your employer to ensure that you are not victimised as a result of whistleblowing.

7.0 Confidentiality

The School understands that you may be reluctant to come forward with information about the wrongdoing of a colleague or manager or indeed at all. As such, the School recognises that whistleblowers may wish to raise concerns in confidence. If you (the whistleblower) make a request for the matter to be kept confidential then your identity will not be revealed without discussing the matter with you first.

It is also important that the person who is the subject of the whistleblowing has the right to confidentiality also.

8.0 Anonymous Allegations

It is recognised that the purpose of a Whistleblowing Policy is to allow people to make protected disclosure with the protection being against any reprisals or victimisation for disclosures made honestly and in good faith. It is very difficult for some people to come forward and make a disclosure and the prospect of having to identify yourself can make the action of whistleblowing all the more daunting. A concern expressed anonymously is much less powerful and is often more difficult to investigate and can lack credibility. The decision whether to investigate an anonymous allegation will be made by the Principal and Deputy Regional Manager. When making this decision they will take into account the seriousness of the issues raised, the credibility of what is being said and the likelihood of confirming the allegation from other sources.

9.0 Protection for the Whistleblower

All concerns raised under this procedure will be treated seriously and a decision made about whether or not an investigation is appropriate. Depending upon the nature of the matter it may be referred to ISP or the police. The Principal (or Deputy Regional Managing Director in the case that the report is about the Principal) will be responsible for keeping you informed about the progress of the investigation and the action which has been taken, although you may not be told the outcome. In some cases the investigation may result in criminal or disciplinary proceedings. If this happens you may be invited to give a written statement or give evidence at a hearing. The Principal will support you in this process and ensure that you are clear about what will happen.

10.0 Allegations Not Made in the Public Interest

The school will not tolerate abuse of this Policy. Concerns that are raised frivolously, maliciously, or where they are known to be untrue may result in disciplinary action or, in the case of agency staff, the termination of the agency contract. In the case of contractors, the matter will be reported to the relevant Contract Manager so that a decision can be made about the appropriate action to take.

11.0 Interpretation

This policy applies to Laude San Pedro, as part of International Schools Partnership (ISP), and reflects their whistleblowing procedures. International Schools Partnership Services Limited is a company registered in England, registered number 08652527, and the terms "Partnership" and "Company" should be interpreted accordingly, depending on the employing company.

The registered office of all companies is:
One Fleet Place,
London,
EC4M 7WS.

Any enquiries regarding the application of this policy should be addressed to the Director of Operations at:
33 Cavendish Square,
London,
W1G 0PW.

12.0 Policy Tracker

Date Created	Author	Revision due date
21 August 2019	Amanda Hughes	August 2020
Review Date	Reviewer	Revision date due
21 August 2020	Amanda Hughes	August 2021
21 August 2021	Amanda Hughes	August 2022
September 19th 2022	Andrew Atkinson	August 2023
June 2025	Assistant Principal	June 2027

Appendix - Summary of Procedures and Protocols

Procedure and protocol

1. A concern is raised to the Principal only via the whistleblowing@laudesanpedro.com email (or to the Deputy Regional Managing Director Miguel Angel mgarran@ispschools.com if the concern involves the Principal).
2. Based on the content of the concern, if related to Safeguarding, the Principal immediately contacts the Regional Manager
3. An initial review takes place to assess the scope and urgency. Further information is sought if needed.
4. If there is an immediate risk to safety/wellbeing, precautionary suspension is considered in consultation with HR, Regional HR and Group Legal.
5. Online access is suspended to protect data integrity.
6. The Principal informs the Deputy Regional Managing Director.
7. A preliminary internal investigation is initiated - this should start as soon as possible, with 2 working days as a reasonable target, though flexibility may be needed. A file of all relevant documentation is collated.
8. Based on findings, formal HR/disciplinary procedures may be triggered. Any formal communication is drafted collaboratively (Principal, HR, Legal).
9. The staff member has the opportunity to respond, typically within 2 working days.