

WHISTLEBLOWING POLICY

AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

RATIONALE

Amity International School (AIS) is committed to maintaining the highest standards of integrity and accountability. This policy provides a framework for staff, students, parents, and other stakeholders to raise concerns about malpractice, misconduct, or illegal activities in a safe and confidential manner.

PURPOSE

- To encourage individuals to report concerns without fear of reprisal.
- To ensure concerns are addressed promptly, fairly, and transparently.
- To safeguard the wellbeing of the school community and uphold its values.
- To comply with legal obligations and promote a culture of trust and openness.

RESPONSIBILITIES

The Governing Board will:

- Oversee the implementation and review of the whistleblowing policy.
- Appoint an independent point of contact for concerns involving senior leadership.
- Support the Principal in ensuring investigations are thorough and impartial.
- Address systemic issues identified through whistleblowing cases.

The Principal will:

- Act as the primary point of contact for whistleblowing concerns.
- Ensure that all reports are treated with confidentiality and sensitivity.
- Investigate concerns or delegate investigations to a suitable person or external agency.
- Provide regular updates to the Governing Board on whistleblowing cases and outcomes.
- Ensure no individual faces retaliation for raising genuine concerns.

Authorised by: Executive Principal

Maintained by: Vice Principal

Review date: August 2027

All Staff will:

- Familiarise themselves with the whistleblowing policy and procedures.
- Report any concerns promptly through the appropriate channels.
- Maintain confidentiality when involved in whistleblowing cases.
- Act in good faith and avoid malicious or false allegations.

Parents and Other Stakeholders will:

- Raise concerns regarding malpractice through the designated whistleblowing channels.
- Provide detailed and factual information to facilitate investigations.
- Respect confidentiality during and after the process.

PROCESS

1. Raising a Concern:

- a. Concerns should be reported in writing to the Principal.
- b. If the concern involves the Principal, it should be directed to the Chair of the Governing Board.
- c. The report should include details such as dates, locations, individuals involved, and any evidence.

2. Initial Assessment:

- a. The Principal or designated investigator will acknowledge receipt within five working days.
- b. A preliminary review will determine whether the concern warrants further investigation.

3. Investigation:

- a. Investigations will be conducted impartially and confidentially.
- b. Witnesses and evidence will be gathered as required.
- c. Updates will be provided to the whistleblower, subject to confidentiality constraints.

4. Outcome:

- a. Findings will be shared with the appropriate parties (e.g., staff member, governing body).
- b. Where misconduct is confirmed, disciplinary action or legal reporting may follow.
- c. The whistleblower will be informed of the outcome, as appropriate.

5. Appeal:

- a. If the whistleblower is dissatisfied with the outcome, they may request an independent review.

6. Confidentiality and Protection:

- a. The identity of the whistleblower will be protected unless disclosure is legally required.
- b. Retaliation or victimization of whistleblowers is strictly prohibited.

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Appendix

1. Examples of Concerns to Report:

- Financial misconduct (e.g., fraud, embezzlement).
- Safeguarding violations.
- Breaches of health and safety regulations.
- Discrimination, harassment, or bullying of staff.
- Actions that contravene the school's policies or values.

2. Designated Contacts:

- **Primary Contact:** Principal (principal@amityabudhabi.ae).
- **Alternative Contact:** FAO: Chair of Governing Board (pa@amityabudhabi.ae).
- **External Reporting (if necessary):** ADEK

4. Record Keeping:

- All whistleblowing cases will be documented and stored securely for future reference.