Whistleblowing Policy

Introduction

All staff at Tokyo West International School (TWIS) must feel that they are in a safe and supportive environment. This must include the ability to raise concerns about events, and incidents that may make staff or students feel uncomfortable and may well be inappropriate.

A staff member might be the first to recognize that something is wrong but may not feel able to express the concern out of a feeling that this would be disloyal to colleagues or may fear harassment or victimization. These feelings, however natural, must never result in a child or student continuing to be unnecessarily at risk. It is often the most vulnerable students who are targeted. These students need someone to safeguard their welfare.

TWIS staff should respond by thinking: 'What if I am right? – rather than – What if I am wrong?'

Reasons for whistleblowing

Each individual has a responsibility for raising concerns about unacceptable practice or behavior in order to:
- Prevent the problem worsening or widening.
- Protect or reduce risks to others.
- Prevent becoming personally implicated What stops people from whistleblowing.
- Prevent Starting a chain of events which spirals Disrupts their work or projects
- Avoid fear of of being wrong
- Avoid fear of repercussions or damaging careers
- Avoid fear of not being believed how to raise a concern
- Voice the concern, suspicion or uneasiness as soon as possible. The earlier a concern is expressed, the easier and sooner it will be possible for action to be taken.
- Pinpoint the issue that is of concern and why
- Approach someone to confide in, if in doubt contact a senior teacher
- Make sure a satisfactory response is received – don't let matters rest
- Put the concerns in writing
- Discuss the concern with the senior teacher where appropriate.
- Speak to the Chair of the Board Directors, if the concern is about the Head of School.

A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.