

APPENDIX 1

ROLES AND RESPONSIBILITIES

SPTA DIRECTORS

- To maintain and operate this policy across the SPTA Group
- To review this policy every three years or when there are changes to relevant legislation
- To receive an annual report on the effectiveness of the policy
- To approve amendments to the policy
- To promote the policy periodically

SPTA HR

- To provide advice and support for whistleblowing matters
- To ensure compliance with this policy and procedure

PRINCIPAL / SENIOR LEADER / MANAGERS

- To maintain and operate this policy across the Academy / Core Team
- To undertake investigations without undue delay
- To maintain confidentiality at all times
- To ensure compliance with this policy and procedure
- To maintain a record of concerns raised and the outcomes (in a format that does not endanger confidentiality).
- To provide an annual report to the Board of Directors (in a format that does not endanger confidentiality) on incidences of whistle blowing and outcomes.

EMPLOYEES

- To raise issues of concern responsibly
- To ensure all concerns raised are done so in the reasonable belief of the employee making the disclosure, is made in the public interest
- To ensure compliance with this policy and procedure

TRADE UNIONS

- To provide advice and support for whistleblowing matters
- To ensure compliance with this policy and procedure