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WHISTLEBLOWING POLICY

1. Introduction

Marina International School is committed to the highest standards of transparency, integrity, and accountability. This Whistleblowing Policy aims to provide a framework for staff to raise concerns about malpractice, misconduct, or safeguarding issues within the school, without fear of reprisal. This policy aligns with the Council of British International Schools (COBIS) accreditation requirements and ensures compliance with safeguarding and ethical standards.

2. Scope of the Policy

This policy applies to all employees, volunteers, governors, and contractors working at Marina International School. It covers concerns related to:

- Child protection and safeguarding
- Financial irregularities or fraud
- Health and safety violations
- Bullying, harassment, or discrimination
- Breach of school policies and procedures
- Any unethical or illegal conduct

3. Reporting Concerns

Concerns should be raised promptly and can be made in person, in writing, or via email to the appropriate person:

- **Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL)** for safeguarding concerns.
- **Head of Section** for general misconduct or procedural violations.
- **Head Teacher** if the concern is about the Head of Section.
- **Designated Governor (DSG)** if the concern involves the Head Teacher.

If the concern is about a former teacher, after following internal procedures, the matter should be reported to the Police and the Department for Children's Services.

4. Protection and Support for Whistleblowers

Marina International School assures all whistleblowers that:

- Their identity will be protected as much as possible.
- They will not face retaliation, victimisation, or discrimination for raising a genuine concern.
- Reports made in good faith will be taken seriously and investigated appropriately.
- The Whistleblowing Policy supports all staff in reporting concerns under the school's safeguarding procedures.

5. Handling Allegations and Investigations

- Allegations against any staff member working with children must follow established safeguarding procedures.
- The school will conduct an initial information-gathering inquiry but will not undertake its own detailed investigation to avoid jeopardising statutory inquiries by external agencies.
- If necessary, external agencies such as the Police and the Department for Children's Services will be involved for further action.

6. Confidentiality

All concerns raised under this policy will be handled in confidence. Information will only be shared on a need-to-know basis to facilitate an effective investigation.

7. Monitoring and Review

This policy will be reviewed annually by the school leadership and governors to ensure compliance with COBIS accreditation standards and best practices.

Reviewed on: 11/2/2025