



Whistleblowing Policy

A. Purpose

International Schools Partnership and New Horizons Bilingual School are committed to providing a high-quality education while expecting all staff members to uphold high standards of conduct. To maintain these standards, it is essential to foster a culture of openness, transparency, and accountability. Therefore, this policy aims to:

- Encourage staff members to report concerns or irregularities occurring within the school without fear of retaliation.
- Assure staff members that such reports will be taken seriously.
- Provide information on how to raise a concern or make a report and explain how the General Directorate will respond and proceed.

Staff Member: Any individual employed by New Horizons Bilingual School, regardless of their position or title.

B. Scope

This policy applies to all staff members and service providers of New Horizons School.

C. Objectives

New Horizons School aims to:

- Define the systems and procedures in place to ensure that students remain safe within the school.
- Raise awareness among all staff members regarding matters related to safeguarding and child protection, as well as define their roles and responsibilities when reporting suspected cases of abuse and/or situations that may place a student at risk.
- Ensure effective communication among staff members regarding safeguarding and child protection matters, as well as the reporting of irregularities.
- Establish effective procedures for staff members or external service providers who encounter any situation involving the safeguarding or protection of our students, as well as situations involving misconduct or improper practices by staff members.



D. Definitions

Whistleblowing

International Schools Partnership (ISP) recognizes that students cannot reasonably be expected to report unsafe situations if the adults around them do not do so. All staff members and service providers must be aware of their responsibility to report actions or conduct by colleagues that may be contrary to a student's well-being.

A report may be made against a staff member or service provider at any time. It is important that every report be taken seriously and handled in accordance with the appropriate procedures.

A whistleblowing report is different from a complaint and may be defined as a report concerning any of the following:

- When someone has behaved in a manner that has harmed or may harm a minor emotionally, physically, or sexually.
- When someone may have committed a criminal offense against a minor and/or a staff member.
- When someone has behaved in a manner that poses a risk to the physical, emotional, and/or sexual health or well-being of a minor.
- Misuse of school funds and/or financial mismanagement.
- Fraud and corruption.
- Breach of contract.
- Deliberately withholding or concealing information related to any of the circumstances described above.

E. Procedures

In the event that a concern or report is made regarding a staff member or service provider, you must:

- Complete the Concern Record by hand, providing as much specific information as possible, including the date and time, and documenting the objective observations that gave rise to your concern.
- Submit the Concern Record in person and directly to the General Director. It may not be submitted through a third party.
- If it is not possible to submit the Concern Record in person, for example, while working remotely, the form must be completed by hand, scanned, and



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sent directly from the staff member's institutional email account to their Immediate Supervisor's email address.

F. Investigation and Protection Procedures

Whistleblowing reports shall be investigated by the General Directorate unless the matter involves a criminal offense, in which case the appropriate local authorities shall be notified to conduct the investigation. In all cases, whether criminal or non-criminal, the General Directorate and the Regional Human Resources Team shall be notified of the matter as soon as possible. If the report concerns a member of the school leadership team, the Regional Group of School Directors and the Regional Human Resources Director shall be informed.

No action to investigate a report of this nature shall be taken before consulting with the Regional Human Resources Director, who will determine, together with the relevant parties, the appropriate course of action. If deemed necessary, the staff member concerned may be suspended. Suspension is a neutral administrative measure and in no way implies that the individual is guilty of any wrongdoing.

It is recognized that taking such action may cause concern. Therefore, the school will make every reasonable effort to balance the interests of the individual involved with the measures necessary to ensure the safety and well-being of students. The school shall consult with the Regional Human Resources Director before taking action and shall comply with all applicable legal requirements in matters of this nature.

Ensuring that staff members understand the expectations established in the Staff Code of Conduct and receive training in safe practices will help reduce the likelihood of situations that could result in a whistleblowing report.

Any individual who reports an irregularity and believes that they have been subjected to retaliation or victimization as a result of making the report may file a formal complaint with their immediate employer or supervisor, providing details of why they believe they have been treated improperly and how they believe such treatment is related to their report.

It is the employer's responsibility to ensure that no individual who reports an irregularity is subjected to retaliation or victimization as a result of making such a report.

Confidentiality





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The school understands that you may feel uncertain or concerned about reporting a situation such as those described above involving a staff member. Once a report has been made, only the General Director and/or the Regional Human Resources Director will have access to information identifying the person who made the report.

Anonymous Reports

It is recognized that the purpose of this policy is to enable individuals to report concerns in a safe environment where they will not be subjected to retaliation or victimization. Although it may be difficult for some individuals to come forward and make a report, individuals are encouraged, whenever possible, not to submit anonymous reports, as anonymous reports may be more difficult to investigate due to the limited information available and the inability to follow up directly with the person making the report.

The decision whether to investigate an anonymous report will be made by the General Director. This decision will take into consideration the seriousness of the reported incident, the credibility of the information provided, and the possibility of corroborating the report through other sources.

Whistleblower Protection

All whistleblowing reports will be taken seriously, and a determination will be made as to whether an investigation is warranted. The General Director will be responsible for providing the whistleblower with relevant information and appropriate updates as the investigation progresses. The final outcome of the investigation will not necessarily be shared with the whistleblower.

Confidentiality will be maintained, and no action will be taken against an individual who submits a report in good faith and in accordance with this policy.

The school will not tolerate misuse of this policy. Reports made maliciously, knowingly false reports, or reports made with the intention of causing harm or consequences to another individual may result in disciplinary action. Any improper use of this reporting process or its use for defamatory purposes will be addressed in accordance with the ISP Disciplinary Policy.