

**THE NAIROBI
WALDORF
SCHOOL TRUST**



NWST WHISTLEBLOWING POLICY

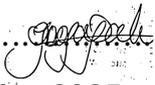
This Policy is issued on the authority of the Board of Trustees, Nairobi Waldorf School Trust.

Effective Date of the Policy: **25th September 2023.**

Execution Date of the Policy: 5th May 2025

Chairperson, Board of Trustees

Name: Pooja Patel

Signature: 

Date: 5th May 2025

POLICY AMENDMENTS

Serial No.	Amendment	Date of Amendment	Nature of Change	Name and designation of the authorized person	Signature authorizing the person

FORWARD

The NWST wholeheartedly embraces community participation and highly values the input of all stakeholders. We recognize the vital role that NWST stakeholders play in our children's academic, social, emotional, and physical development, as they strive to become well-rounded individuals.

At NWST, we aim to foster a caring, positive, and safe working environment for our employees, mentors, and volunteers. We are fully committed to upholding a culture of openness, accountability, and integrity. We aim to create an atmosphere where employees, mentors, and volunteers feel confident in raising concerns about any activities that may harm individuals or undermine the school's reputation.

This policy serves as a clear guide for those needing to voice such concerns without fearing retaliation. It guarantees that problems will be treated confidentially in so far as possible, free from any form of victimization, retaliation, subsequent discrimination, or disadvantage.

ABBREVIATIONS

NWST	Nairobi Waldorf School Trust
PT	Pedagogical Team
PL	Pedagogical Leader
CT	Class Teacher
SD	School Director
DSD	Deputy School Director

MISSION AND VISION STATEMENTS

VISION: Our vision is to nurture holistic beings.

MISSION: Our mission is to become the leading inspirational school in Kenya by nurturing individuals through Waldorf education, enabling them to develop balanced, free minds capable of critical, creative, and flexible thinking.

VALUES:

- 1. Reverence:** We cultivate a deep respect for individuals and our connections to the world.
- 2. Inventiveness:** We inspire innovative thoughts and actions.
- 3. Freedom:** We encourage individuality while emphasizing personal responsibility.
- 4. Imagination:** We foster the development of creative and imaginative minds in our students.
- 5. Diversity:** We embrace and appreciate the uniqueness and differences among us.

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BACKGROUND

The Whistleblowing Policy has been developed to foster open communication between the NWST community, staff and management, enabling the identification, reporting and resolution of improper, illegal or dishonest activity. Its purpose is to strengthen employment rights by protecting responsible staff who report wrongdoing or improper conduction the workplace or institutions. This policy, outlined in this document, applies statutory provisions to the administration of the NWST. It primarily serves as a concern and complaint process for staff, volunteers, contractors, and other service providers.

As an individual working for the NWST, you may be the first to recognize a potentially serious issue within the school. However, you might hesitate to speak up, fearing it could betray your colleagues or result in harassment or victimization. In such situations, it may seem more straightforward to ignore the concern rather than report what might be mere suspicions of malpractice, dishonesty, or illegality.

We are unwavering in our commitment to upholding the highest standards of openness, integrity, and accountability. We encourage stakeholders of NWST who have significant concerns about any aspect of our work to come forward and express those concerns. This policy ensures that problems will be treated confidentially, without the fear of victimization, subsequent discrimination, or disadvantage, and shall be investigated.

We strongly urge that any severe concerns be initially raised within the school rather than overlooking a problem or resorting to external whistleblowing.

THE SCOPE OF THE POLICY

This policy applies to service providers, staff, volunteers, contractors, and others acting on behalf of the NWST at any given time.

The policy addresses concerns that fall outside the scope of other procedures. It is not intended as a means to challenge financial or business decisions made by the school. It also does not replace established disciplinary or grievance procedures. However, it works with other school policies, such as the Complaints Management Policy, Parent's Code of Conduct Policy, and Child Safety and Protection Policy (available on our website or from the school office).

THE PURPOSE OF THE POLICY

This policy serves the following purposes:

1. Encourage persons to have confidence in raising serious concerns, questioning them, and taking appropriate action.
2. Provide avenues for such persons to raise concerns and receive feedback on the actions taken.
3. Ensure you receive a response to your concerns and understand how to pursue them if you are unsatisfied.
4. Ensure you will be protected from possible reprisals or victimization when you raise concerns in good faith. There are existing procedures for employees to lodge grievances

(refer to the NWST Complaints Management Policy available on our website or from the Administration office).

The Whistleblowing Policy addresses concerns that fall outside the scope of other procedures. This policy covers matters related to:

1. Unlawful acts or criminal offenses;
2. Breach of legal obligations;
3. Mistreatment or abuse of students, children, staff members, or members of the NWST Community;
4. Non-compliance with policies regarding health and safety at NWST;
5. Violation of policies regarding the safeguarding of children;
6. Seeking undue Favor in contractual matters or job applications;
7. Improper conduct (see NWST Operational Manual);
8. Unauthorized use of school funds;
9. Behavior that has caused or could cause damage to the school environment;
10. Deliberate cover-up of information related to any of the above; and
11. Dishonesty or dishonest activity.

POLICY PROCEDURE AND IMPLEMENTATION

In the initial step, raising concerns with your line manager is generally advised.

For teachers, this will be your PT Chair, PT Vice Chair, or PT Leads in various departments. For admin and maintenance/facilities staff, it will be the DSD or the SD. Concerns from SMT members should be raised with their Immediate supervisors/ Managers. However, if, for any reason, this initial step is inappropriate, you should increase the concern with the NWST Board chair, who will ensure a proper investigation and monitoring of the problem.

Alternatively, suppose you have a complaint regarding serious misconduct at a senior level within the Board and Trustees. In that case, you may approach the East African Association of Waldorf Schools chair.

While concerns can be raised orally, it is good practice to document them in writing early to ensure an accurate understanding of all details. A written allegation should provide the background and history of the concern, including names, dates, places where possible, and the reasons for your specific concern about the situation. You should document this in writing yourself. However, if the person to whom you voice your concerns writes them down, a copy will be sent to your email address for your review and agreement as a correct record.

The sooner you express the concern, the easier it is to take appropriate action. While you are not expected to prove the truth of an allegation, you must demonstrate to the person you contact that there are sufficient grounds for your concern. Once the complaint is made, it will be investigated by the relevant authorities.

POLICY IMPLEMENTATION: HARASSMENT OR VICTIMIZATION

NWST acknowledges that reporting a concern can be challenging, mainly due to the fear of retaliation from those responsible for the wrongdoing. The NWST Management and NWST Board of Trustees is committed to safeguarding individuals who raise concerns in good faith. Harassment or victimization, including informal or indirect pressures, will not be tolerated and treated as a severe disciplinary offense, addressed through appropriate procedures. Any investigation into alleged malpractice will remain independent from disciplinary or redundancy processes affecting the individual.

CONFIDENTIALITY

All concerns will be handled confidentially, and the NWST Management and NWST Board of Trustees will make every effort to protect your identity if you prefer to remain anonymous. If an investigation reveals a situation warranting disciplinary action or police involvement, your testimony may be crucial. However, the identity of the disclosure will be protected as much as possible from the person to whom you are reporting.

UNTRUE ALLEGATIONS

If you make an allegation in good faith, but the subsequent investigation does not substantiate it, no retaliation will be taken against you. However, disciplinary action may be initiated if your claims are malicious or vexatious.

POLICY IMPLEMENTATION, MONITORING, AND REVIEW

The overall responsibility for implementing the Policy rests with the NWST School Director, whom the NWST Deputy School Director will assist.

Once approved, this Policy will be reviewed within 24 months.

RELATED POLICIES

This Policy works in conjunction with the following policies:

1. NWST Child Safety and Protection Policy.
2. NWST Partnership Policy.
3. NWST Sexual Harassment at Workplace Policy.
4. NWST Complaints and Raising Concerns Policy.
5. NWST Communication Policy

The Waldorf Education Curriculum and Guidelines will review these policies within 24 months.

ROLES AND RESPONSIBILITIES

School Board: Approves the Policy.

School Director: Implements the Policy.

Deputy School Director: Assists in the implementation of the Policy.

Human Resource Manager: Responsible for policy writing and ownership.

Members of the NWST Community and service providers: Policy stakeholders.

POLICY COMMUNICATION

The communication of this Policy will follow the procedures stipulated and approved by the NWST Board.

