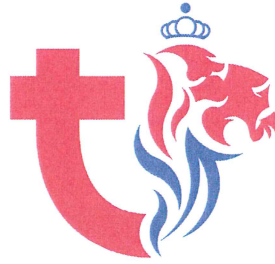


**ENGLISH  
INTERNATIONAL  
SCHOOL OF TUNIS**  
British Curriculum



## **EIST Whistleblowing Policy 2025-2026**

Revised Date:	August 2025
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## 1. Rationale and Scope

English International School of Tunis (EIST) is committed to maintaining the highest standards of integrity, ethical behavior, and accountability. As part of this commitment, EIST encourages all its stakeholders, including employees, parents, students, and the broader community, to report any concerns or wrongdoings they may observe within the school. This Whistleblowing Policy is designed to provide a framework for reporting and addressing such concerns in a confidential and responsible manner.

The scope of the Whistleblowing Policy at English International School of Tunis (EIST) extends to all individuals associated with the school. This includes:

- Employees: This encompasses all staff members, whether they are full-time, part-time, or contracted employees, regardless of their position or level within the organization.
- Contractors: This includes individuals or companies that provide services to EIST under a contractual agreement, such as maintenance contractors, transportation providers, or IT service providers.
- Volunteers: Individuals who offer their services on a voluntary basis within the school community, such as parent volunteers, guest speakers, or event organizers.
- Parents: Parents or legal guardians of students enrolled at EIST who have concerns or information related to misconduct or wrongdoing within the school.
- Students: This policy applies to all students enrolled at EIST, regardless of their age or grade level. It encourages students to report any concerns related to misconduct or violations of school policies they may witness or experience.
- Other Individuals: This includes any other individuals who have a relationship with EIST, such as alumni, visitors, or community members.

## 2. Aims/Objectives

The purpose of this Whistleblowing Policy is to:

1. Encourage individuals to report any suspected misconduct, unethical behavior, or violations of school policies and procedures, including but not limited to: financial irregularities, such as fraud, embezzlement, or misappropriation of funds; breach of confidentiality or data protection academic dishonesty, such as cheating or plagiarism; harassment, discrimination, or bullying; safety and security concerns, including negligence or non-compliance with health and safety protocols; conflict of interest or unethical practices; misuse of school resources or assets.
2. Provide protection to whistleblowers from any form of retaliation.
3. Ensure that all reported concerns are thoroughly and impartially investigated.
4. Maintain confidentiality to the greatest extent possible throughout the reporting and investigation process.

## 3. Glossary & Terms (Definitions)

Whistleblowing inside the workplace is defined as the reporting by workers or ex-workers of wrongdoing, such as fraud, malpractice, mismanagement, breach of health and safety law,

safeguarding or any other illegal or unethical act either on the part of management or fellow employees. This will usually be something you have seen at work, though not always. As well as employees, workers may include volunteers, contractors and outside agencies or others.

## 4. Reporting & Dealing with Incidents

EIST provides multiple channels for reporting concerns.

1. Staff: Raise concerns with the Head of Primary or Principal; either in person or, preferably, in writing using the Whistleblowing form (published on eistunis.com). If the Head of Primary/hr / or Principal is the subject of the concern, go straight to the Board of Directors.
2. Safeguarding concerns: If a staff member identifies that a child has been harmed, there is immediate risk of harm, or it's an emergency, inform the Designated Safeguarding Lead (DSL) immediately. If appropriate, also notify the owners and Board of Directors, and contact external agencies or police as needed.
3. Initial handling: Staff raising an allegation will be dealt with in confidence and invited to an interview to discuss it. This happens immediately if a child is at risk, or within 5 days otherwise. During the interview, the interviewer will:
  - Get as much information about the basis of the allegation as possible and record what is discussed.
  - Discuss next action points and steps with the staff member, ensuring they understand what will happen. If the standard procedure isn't followed, explain why and outline the alternative.
  - Provide support to the whistleblower; they may be worried about their position, getting someone into trouble, or what they suspect.
4. The Head of Primary/Principal or Director will decide whether to report to external authorities or handle it internally.
5. An investigation will begin.
6. Monitoring and outcomes: The Head of Primary or Principal will monitor progress to ensure a quick, thorough, and fair process. Reviews will occur fortnightly or monthly, depending on complexity. If no further action is taken, explain this to the whistleblower within 5 days because it is:
  - False: Sufficient evidence disproves the allegation.
  - Unfounded: No evidence or proper basis supports it.
  - Malicious: Sufficient evidence disproves it, with deliberate intent to deceive or harm the subject.
  - Unsubstantiated: Insufficient evidence to prove or disprove it (implies no guilt or innocence).

## 5. Enforcement of Policy

Low-level concerns and concerns not covered by this policy

Anonymous allegations and confidentiality  
Protection of whistleblowers and non-retaliation  
False allegations  
Retention of records

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Date:20/08/2025	Date:20/08/2025
