

Whistleblowing Policy

Aim

It is important that any concerns regarding safeguarding children, bribery, fraud, misconduct or wrongdoing by employees or people engaged in the pre-school's business, are reported and properly dealt with.

The needs of the children must always come first. If any individual has concerns about the behaviour of adults, whether paid or unpaid, that might have a negative impact on a child, they must feel safe about sharing concerns and confident that they will be taken seriously and treated sensitively and confidentially. This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the pre-school then you should use the procedure outlined below. The procedure is designed to nurture a culture of openness and transparency within the organisation, and make it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Procedure regarding concerns of fraud, misconduct or wrongdoing

- Report any concerns to the Pre-School Leader.
- If this is not possible, then report your concerns to the Chair of the Management Committee or Early Years on 01603 222300, option 3 or failing that OFSTED on 0300 123 1231
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- Whomever you report the concern to has a responsibility to report to the relevant authorities e.g. LADO, CADS or OFSTED.
- If you feel that your concerns were not addressed, that you suffered repercussions as a result or that confidentiality was not observed then report these concerns to the Chair, Early Years or OFSTED as appropriate.

Managing allegations and concerns about adults who work with children

- **Follow Safeguarding Policy.**
- **See also displayed flow chart in kitchen and office.**
- **Guidance for consulting with and referring to the LADO (kept with Safeguarding policy).**