



Whistle Blowing Policy

A unique child	Positive Relationships	Enabling Environments	Learning and Development

Statement

It is our intention that everyone working at the Village Pre-school E17 feels confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination.

Method

What is Whistle Blowing?

Whistle blowing encourages and enables employees to raise serious concerns within the pre-school rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realise that there is something seriously wrong within the pre-school.

However they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or the setting.

This policy applies to all staff, students, volunteers and anyone else who is contracted to work for the pre-school.

Ensure all staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity.

Provide avenues for staff to raise concerns and receive feedback on any action taken.

Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if not satisfied.

Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith.

Confidentiality

The Village Pre-school E17 recognises that the decision to report a concern can be a difficult one to make.

If what you are saying is true, you should have nothing to fear because you will be doing your duty to the setting and those for whom we provide a service.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish.

At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to the concern whenever possible.

Please note that you:

- Must disclose the information in good faith

- Must believe it to be substantially true

- Must not act maliciously or make false allegations

- Must not seek any personal gain

What should be reported

- The inappropriate treatment or care of a child

- Any breach in the behaviour of manager, staff, student or volunteer

- Discrimination of any kind

- Concerns that could impact on the health and safety of the children or adults

- Damage to the environment

- Possible fraud and corruption

- Theft of any kind of pre-school funds or equipment or the unauthorised use of company funds

A concern can be initially raised to the Manager and/or the Chair of the Committee.

Discuss the nature of the concern together with the background, history of the concern and provide relevant dates.

There is no expectation that the reporting person prove beyond doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern

Everyone will be treated fairly.

Concerns will be dealt with in the following way

Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.

The incident will be investigated by the Manager and/or the Committee Chair and/or Ofsted lead.

If appropriate it will be referred and put through established Safeguarding Children procedures and may form the subject of an independent inquiry.

Within 10 working days of a concern being raised, the person that reported the concern will receive in writing:

- An acknowledgement that the concern has been raised

- An indication as to how the Management Committee will proceed to deal with the matter

- Information on support available will be supplied

- Inform the persons concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for the Management Committee to conduct interviews, to ensure that disclosures are fully understood.

Any meetings can be arranged away from the setting, if so wished and a representative or a friend may accompany the involved parties for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

This is especially the case if the investigation of the concern leads to criminal or disciplinary proceedings.

It is accepted that you need to be assured that the matter has been properly addressed.

Thus, subject to legal constraints, you will be informed of the outcome of any investigation.

If the suspicions are not confirmed by an investigation, the matter will be closed.

If you make an allegation in good faith but it is not confirmed by the investigation, no action will be taken against you.

If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

Individuals will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence

The Public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organisation or individuals within it, through amendments to employment law.