

## Whiteley Preschool Whistle Blowing Policy



*Definition: Whistle blowing is raising a concern about malpractice within an organisation. This policy and Procedure states simple procedures that reflect the Grievance Policy and Making a Complaint Policy.*

### Policy Statement

- Whiteley Preschool is committed to delivering a high-quality preschool service, promoting organisational accountability, and maintaining public confidence.
- 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.
- Safeguarding and Welfare Requirement: Suitable People; providers must ensure that people working or volunteering with children have undergone the required Criminal Disclosure Check and suitable training.

It is important that any fraud, misconduct or wrongdoing by employees, students, volunteers, committee members or people engaged in the organisations business, is reported, and properly dealt with. We actively encourage all individuals to raise any concerns they have about the conduct of others in the setting, or how the setting is run. This is promoted through an open culture consisting of high levels of communication which is essential for malpractice to be dealt with.

Whistle blowing relates to all those who work with or within the setting, it gives individuals an opportunity to raise in confidence any issues or concerns they may have that relates to the organisation. It is not intended that this policy be a substitute for, or an alternative to the formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to a manager or the Chairperson who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

A disclosure in good faith to a manager or the Chairperson will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment because of raising any genuine concern about misconduct or malpractice within the organisation.

To promote good governance and accountability in the public interest, Whiteley Preschool will adopt the following procedures for 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.

### Whistle blowing procedures:

- Reports should be passed onto a manager and/or the Preschool Chairperson or trustee.
- It is the responsibility of all staff to report any illegal, inappropriate, or unethical conduct.

- Where appropriate reports will be investigated or passed on to the relevant authorities; Ofsted will be notified within 14 days. You will be informed of the outcome, confidentiality being observed.
- Any concerns shared about a member of staffs conduct with a child should be reported to the LADO within 24 hours – please refer to the safeguarding policy.
- Whistle blowing will not lead to victimisation or effect any future promotions.
- Any victimisation will be dealt with through disciplinary procedures.
- If misconduct is uncovered through an investigation, disciplinary procedures will be followed.
- If a report is found to be a malicious or false allegation, disciplinary procedures will be taken against the whistle blower.
- If asked to cover up any wrongdoing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a manager or a member of the committee: this should be reported to another Trustee.

This policy was adopted on

Date: 11<sup>th</sup> July 2014

This policy was reviewed on 21<sup>st</sup> October 2021

Signed.....Chairperson

Whiteley Preschool Registered Charity Number: 1098615