



1:8 WHISTLEBLOWING POLICY

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Policy statement

St Saviour's Pre-school and Nursery provides a safe, caring and stimulating environment for all children. It is vital that practitioners feel confident to share any concerns they have regarding children, parents or staff members. All adults working within the setting should be observant at all times to ensure high standards of care to all children.

Whilst we expect all our colleagues, both internal and external, to be professional at all times and comply with the Statutory Requirements for the Early Years Foundation Stage 2017, there may be occasions where this may not be the case. If any member of staff has a concern, he/she should feel able to discuss this with the Manager immediately, to enable the concern to be resolved as soon as possible.

It is important that any fraud, misconduct or wrongdoing by employees, is reported and properly dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting, or about the way in which the early years setting is run.

Whistleblowing relates to anyone who works with or within our setting, who may feel the need to raise certain issues related to the setting, confidentially with someone.

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 St. Saviour's Pre-school, then you should use the procedure outlined below.

Procedures.

- Report any concerns to your manager.
- 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.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the setting's disciplinary procedure will be used, in addition to any appropriate external measures.

- If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report your concerns to Ofsted.