



Whistle blowing Policy

Baildon Village Preschool

Commit to deliver a high quality setting.

This policy protects staff from victimisation or punishment if they raise a genuine concern about misconduct or malpractice in the setting.

Procedures

For a staff member to raise a concern within the preschool.

In order to promote good governance and accountability in the public interest. The public interest

Disclosure act 1998 covers behaviour which amounts to a breach of legal obligation

Types of Concern

A criminal offence

Failure to comply with any legal obligation

A miscarriage of justice

Mistreatment or abuse

Financial irregularities

Danger to health and safety of an individual and/or environment

Deliberate concealment of information about any of the above.

This is not an exhaustive list

Safeguard and Victimisation

The preschool wants to make 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 the manager 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 the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

The preschool recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. The preschool will take action to protect you when you raise a concern in good faith. It will not tolerate any resulting harassment or victimisation including informal or indirect pressures and will treat this as a serious disciplinary offence which will be dealt with under the appropriate procedures.

All allegations are treated in confidence but if investigation discloses a serious allegation that warrants disciplinary action your evidence may be important. If your name needs to be used this will be discussed with you.

If you make an allegation in good faith but it is not confirmed by the investigation, no reprisals will be taken against you. If, however, you make malicious or vexatious allegations, disciplinary action may be taken against you.

How to raise a concern

As a first step, you should normally raise concerns with the manager. However, if for some reason this first step is inappropriate then the concern should be raised with the committee.

Concerns can be raised orally but it is good practice for the concern to be recorded in writing at an early stage to ensure that all details are correctly understood.

A written allegation should set out the background and history of the concern, (giving names, dates and places where possible) and the reason why you are particularly concerned about the situation.

It is preferable for you to record this in writing yourself.

Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for your concern.

The action taken by the preschool will depend on the nature of the concern. After initial enquiries to assess the seriousness of the matter it may be investigated internally or referred to the committee or police.

If urgent action is required in response to a concern this may well be taken before a full investigation is conducted.

Some concerns may be resolved by action agreed with you without the need for an investigation or it may be that an investigation can be completed without the person or persons under investigation being aware of the process.

In any event within ten working days of a concern being received, the preschool will write to you at your home address:

Acknowledging that the concern has been received

Indicating how it proposes to deal with the matter

Giving an estimate of how long it will take to provide a final response

Telling you whether any initial enquiries have been made

Telling you whether further investigation will take place, and if not why not

Naming an independent officer to support you during any investigation

This policy is intended to provide you with a way to raise concerns within the preschool. The preschool hope you will be satisfied by its response. If you are not you may wish to raise the matter with the police, a legal adviser and LADO.

Ofsted Number 2501831

Date 02/10/2019