



# Whistle Blowing Policy

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## Whistle blowing Policy Statement

Whistleblowing is the act of disclosing misconduct by a colleague to a senior member of staff or relevant external agency. Any serious concerns that a member of staff has about any aspect of their employment can be reported under this Policy, for example:

- conduct which a member of staff may consider to be a criminal offence;
- disclosure relating to miscarriages of justice;
- health and safety risks, including risks to the public as well as other staff;
- possible fraud or corruption;
- breaches of procedures;
- environmental risks;
- failure to comply with legal obligations;
- sexual, physical or verbal abuse of children, parents, staff or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate;
- other unethical conduct;
- the deliberate concealing of information relating to any of the above matters.

We aim to provide a culture of zero tolerance towards misconduct and abuse. The earlier an employee expresses concerns about a colleague, the easier it will be to take action. The management at Brookside pre-school aim to empower all staff to act on their concerns by taking seriously any concerns which will be fully investigated.

We realise that false and malicious allegations may arise, which we will always treat as a serious disciplinary offence and appropriate disciplinary action will follow. However, if an employee has made an allegation in good faith, which subsequently is not confirmed at investigation, no action will be considered or taken against the employee.

## Procedure

As a first step, concerns should normally be raised either verbally or in writing to the pre-school manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. Where the issue concerns your manager, you should bring it to the attention of the pre-school committee.

**Registered person/ Committee Chair-**

**Natalie Jenson**

**07921366424**

If having made your report, you believe they have failed to take appropriate action, then you should contact the **Ofsted helpline 0300 123 1231**.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted. Staff will be told how the pre-school proposes to deal with a concern within ten working days of the concern being brought to their attention.

All concerns will be treated in confidentiality and every effort will be made not to reveal a staff member's identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter, at a certain stage in the investigation it may be necessary to make the origin of the complaint known to the person or persons the allegations concern. All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant.

In ALL cases where conduct of the staff may put children at risk, staff MUST refer to the; 'Allegations about members of staff' section of our Safeguarding policy.

If you have any concerns regarding this policy, please discuss them with the manager.

## MEMBERS OF STAFF, STUDENTS AND VOLUNTEERS

Sign and Date below to confirm that you have read this policy and will adhere to it in future practice:

Print Name	Signed	Date