

BEETLEY & DISTRICT PRESCHOOL

Registered as a Charity Number 1181636

Whistle Blowing Policy

Definition

Whistle blowing is raising a concern about malpractice within an organisation; it is primarily for concerns where the interests of others or the organisation itself are at risk. Whistle blowing is very different from making a complaint.

Policy Statement:

Beetley & District Preschool is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees, volunteers and others with serious concerns about any aspect of the Preschool practice to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy makes it clear that employees can do something without fear of reprisal. It is intended to encourage and enable employees to raise any serious concerns they may have.

Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for the safety and well-being of all children attending the setting and this is a priority over loyalty towards colleagues.

The aims of this policy is:

- Encourage and enable individuals to raise genuine and legitimate concerns.
- Support staff to take an active role in the elimination of poor practice.
- Ensure all concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

Procedures:

In addition to the whistle blowing policy, the setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to complement these and to cover concerns that fall outside the scope of other procedures. The management/committee will investigate promptly and thoroughly all concerns raised in accordance with this policy and will take appropriate action.

Confidentiality:

- The management/committee will do its best to protect a person's identity when a concern is raised. However, in some circumstances, identities will have to be

revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint.

- If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary.
- Having raised the concerns, the management/committee will expect the complainant not to talk about it to any other person, inside or outside the setting.

Anonymous complaints:

Concerns expressed anonymously are much less powerful and harder to investigate, however they may be considered.

Untrue allegations:

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. However, if an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern:

- In the first instance, concerns should be raised with **Diane Calvert** – Preschool Supervisor. This may not always be appropriate, in which case concerns should be raised with the Chair of the Management Committee.
- Concerns are best raised in writing. You are invited to set out the background and history of the concern giving names, dates and places where possible and the reason why you are particularly concerned. The earlier you express your concerns the easier it is to take action.
- If you do not wish to put the allegations in writing, the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm the accuracy of the notes taken.
- Although you will not be expected to prove the truth about your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

You should NOT:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated persons (i.e. management/committee)

Within a week of the receipt of your concern you will receive a written acknowledgement of your concern, with a copy of your statement where appropriate. The management/committee will investigate your concern and within two weeks you will be informed of what action is being taken and will be kept up to date on the

progress of the investigation. You will also be informed of the outcome of any investigation.

If you are not satisfied with the outcome of the investigation or you feel you can't approach the Preschool Supervisor or management committee then you can elevate your concerns directly to Ofsted by using one of the following hotline options:

Call – 0300 123 3155 (Monday to Friday from 8am to 6pm)

Email – whistleblowing@ofsted.gov.uk

Write to them at: WBHL

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Guidance

Whistleblowing to Ofsted about Safeguarding in local authority Children's Services – April 2014

Legal Framework

Public Interest Disclosure Act 1998

http://www.opsi.gov.uk/acts/acts1998/ukpga_19980023_en_1

Signed:
Supervisor

Chairperson

Date:

Date for next Review: