



Whistle Blowing Policy & Procedure

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Aim of the policy

To encourage you to feel confident in raising concerns and to question and act upon concerns and practise.

To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.

To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

What is whistleblowing?

Whistleblowing is a term used when someone who works in or for an organisation wishes to raise concerns about malpractice in the organisation. Whistleblowing encourages and enables staff to raise serious concerns within the nursery, rather than overlooking a problem or “blowing the whistle” outside.

Brookside Pre-school is committed to the highest possible standards of openness, probity, and accountability.

Making a disclosure in the public interest (whistleblowing) is essential for keeping children safe in the setting and to ensure good quality practice across the setting.

This policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest.

The act covers behaviour that 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
- Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect
- Deliberate concealment of information about any of the above

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 Chairperson: Liz Bradbury

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.