

## WHISTLEBLOWING POLICY

### Safeguarding and Welfare Requirements: Safeguarding & Promoting Welfare

The provider must take necessary steps to safeguard and promote the welfare of children. Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## POLICY STATEMENT

All members of staff at St Eval Pre-school are aware of their duty to safeguard and promote the welfare of children, the protection of children is of paramount importance.

Safeguarding and promoting the welfare of children includes:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully

## What is Whistleblowing?

Whistleblowing is the term used for an employee raising concerns about practices and procedures in their work place. Every organisation may face the risk of misconduct in their work place. When this happens, usually the first people to realise or suspect will be those who work in or with the organisation.

The Public Interest disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organisation, or individuals within it, through amendments to employment law.

## Statement of Intent

St Eval Pre-school is committed to enabling the highest possible standards of openness, honesty and accountability. This is achieved by ensuring that any member of staff with a genuine and legitimate concern regarding any aspect of the provision is able to voice their concern in the knowledge that the concern will be taken seriously and acted upon. We acknowledge the need for confidentiality in certain cases. The aim of the Whistleblowing Policy is to encourage and enable employees to raise serious concerns within the setting without the fear of victimisation, discrimination or reprisal.

## Method

- Ensure all staff understand their responsibilities and are aware of their right to raise concerns
- Ensure all staff prioritise the safety and welfare of the children over loyalty to colleagues
- Support all members of staff to take an active role in continually raising standards
- Ensure any genuine and legitimate concern is dealt with efficiently and appropriately
- Provide protection for the individual raising the concern

## Confidentiality

Once a concern has been raised, the Manager & Committee will do their utmost to retain confidentiality to protect the identity of the individual raising the concern. However, in certain situations the complainant's identity may have to be revealed. If a person's identity needs to be revealed, the complainant will be informed before the disclosure. Reasons for the need for disclosure will also be explained. Confidentiality is two-fold; once the complainant has raised the concern they are not expected to discuss the matter with any other person either inside or outside of the setting.

## Anonymous Complaints

Although any concern raised will be taken seriously, anonymous complaints are much less powerful and harder to investigate.

## Untrue Allegations

No action will be taken against an individual who is proven to have raised a concern in good faith, even if the concern is not upheld after investigation. However, should the allegation be proven to be malicious, action will be taken against the person who made the complaint.

## How to Raise a Concern

Concerns should be raised with the Manager in the first instance. In cases where this is not appropriate, the concern should be discussed with a Committee member. The preferred method for raising a concern is in writing, ideally setting out the background and history of the concern and providing names, dates, and places where possible. Reasons for concerns should be fully explained. The earlier a concern is raised the easier it is to take action to remedy the situation. If a written concern is not provided, a detailed written account will be made by the person to whom the disclosure has been made. A signature will be required to verify the content and accuracy of the notes taken. Although the complainant is not expected to prove the allegation, they are expected to demonstrate sufficient grounds for the concern.

The complainant will receive written confirmation of receipt of their concern, with a copy of their statement where appropriate, within 5 working days of the complaint being made.

The Manager & Committee will investigate the concern, informing the complainant within 14 working days of the outcome of the investigation, and any action that is being taken as a result of the investigation.

A member of staff who voices a concern will be supplied with information on staff support mechanisms.

Should the complainant be dissatisfied with the outcome or action taken as a result of the investigation, they are within their right to pursue the matter and directly contact Ofsted:

Tel: 0300 123 3155 (Monday - Friday from 8am - 6pm)  
E-mail: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)  
Writing: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

Ofsted suggest reading employer's whistleblowing policy and then raising concerns with employers before contacting them. If you are still unsure how to raise your concerns with your employer, they suggest you first get advice from the independent whistleblowing charity Public Concern at Work. You can get free, confidential advice from Public Concern at Work:

Tel: 0207 404 6609  
E-mail: [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk)  
Website: [www.pcaw.co.uk](http://www.pcaw.co.uk)



This policy is reviewed annually, next review date: June

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of the  
Committee

Date:

