

## WHISTLEBLOWING POLICY

### 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 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 practises and procedures in their workplace. Every organisation may face the risk of misconduct in their workplace. 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 can 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 rights 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 and 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 twofold; 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's proven to have raised a concern in good faith even if the concern is not upheld after an 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 the Committees Designated Whistleblower 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 five working days of the complaint being made.

The manager and 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.

Appropriate outside agencies will also be notified as required. 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 rights to pursue the matter and directly contact Ofsted.

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

These details are subject to change and the complainant should check before complaining.

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

Tel: 0207 3117 2520  
Website: [www.protect-advice.org.uk](http://www.protect-advice.org.uk)

Designated Committee Whistleblower member: [Alex King](#)

All Policies to be reviewed annually.

## Acceptance of Policy

### APPROVAL

Signature:

Name & Position:

Rachael Richards -  
Manager

Date:

### AGREED

Signature:

Name & Position:

On behalf of the committee

Date:

### Review Record

Reviewed by:

Position:

Date:

