

## Whistleblowing policy

It is important to Coleview Pre-school that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with.

We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with, or within our early years setting, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure.

If you have a complaint about your own personal circumstances, you should use the normal grievance procedure.

If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

### Procedure

- Report any concerns to your line manager. If this is not possible, then report your concerns to our Pre-school Manager or our Chairperson Carol Kimmens 07768709731
- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation.
- You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- You should be watchful and report any wrongdoing.
- Wrongdoing could include:
  - abuse of a child or vulnerable person
  - a child, parent, employee or volunteer being put at risk of harm
  - unsafe working practices
  - a failure to comply with statutory or legal obligations
  - a criminal offence which has or is about to be committed
  - the use of unsafe equipment
  - falsification of financial records
  - bribery and/or corruption which has taken or is about to take place
  - covering up wrongdoing or malpractice

- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you, the earlier staff express the concern, the easier it is to take action.

### **How the pre-school will respond**

The action taken by the pre-school will depend on the nature of the concern and may:

- Be investigated internally.
- Be referred to Ofsted.
- Be referred to Lado or Mash in a case involving Safeguarding Children.

Some concerns may be resolved by agreed action without the need for investigation and staff will be involved in those discussions.

If an investigation is required, the Committee will consult with any outside bodies as appropriate and will, within ten working days write to the member of staff:

- Acknowledging that an investigation will be carried out.
- Indicating how the Committee propose to deal with the matter;
- Telling them whether any initial enquiries have been made;
- Telling them whether further investigations will take place, and if not, why not;
- Advising them that any investigation will be carried out in the strictest confidence; Keeping them informed of the progress of the investigation.

The amount of contact between the Committee considering the issues and the staff member will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from staff.

When any meeting is arranged, staff have the right, if they so wish, to be accompanied by a representative or work colleague who is not involved in the area of work to which the concern relates.

The pre-school will take steps to minimise any difficulties which staff may have as a result of raising a concern.

The pre-school accepts that staff need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, they will receive information about the outcomes of any investigation. In addition, they will be informed as to what action has been taken to correct working practices that have been found to be at fault by the investigation.

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- You will not be victimised for raising a matter under this procedure.
  - This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
  - Victimisation of an individual for raising a qualifying disclosure (something that it is in the

public interest to disclose) will be a disciplinary offence.

- If misconduct is discovered as a result of any investigation under this procedure Coleview Pre-schools disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, vexatious or false allegation then this will be considered a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence.
- If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to the Pre-school Chairperson Carol Kimmens.

This policy was adopted at a meeting of	Coleview Pre-School	<i>(name of provider)</i>
Held on	September 2021	<i>(date)</i>
Date to be reviewed	September 2022	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Carol Kimmens	
Role of signatory	Chairperson	