

3.3 Whistleblowing Policy

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Policy Statement

It is our intention that staff working at Wendens Ambo Pre School feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination.

Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise concerns and receive feedback on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential.

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behaviour of manager, staff, student or volunteer
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults

If there are concerns about an immediate or current risk to an individual or child then child protection procedures must be followed.

Methods

- A concern can be initially raised by any staff member to their line manager and/or an Officer of the Management Committee.
- Concerns may also be made directly to OFSTED Whistleblowing hotline on 0300 123 3155 (Monday – Friday)
Or whistleblowing@ofsted.gov.uk
Or WBHL
Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD
- Direct to the LADO service. Monday – Friday
Essex duty LADO 03330139 797

Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated in the first instance by the line manager and/or Committee Chairman or Committee Member
- If appropriate it will be referred and put through established Safeguarding children procedures and may form the subject of an independent inquiry

Within ten working days of a concern being raised, the member of staff will receive in writing:

- Acknowledgment that the concern has been received
- Supply the member of staff with information on staff support mechanisms
- Inform the member of staff concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for the Line Manager and/or Committee Member to interview staff to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

Staff will be kept informed of the progress and outcome of any investigation to ensure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality – will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action, that could include disciplinary action, may be taken.

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.

After a review by the Committee members and staff this policy was adopted by collective agreement

- on: _____
- Signed on behalf of the Management Committee: _____
- Name of Signatory: _____
- Role of signatory: _____