



## Employment

### E5 Whistle Blowing

#### Policy statement

The aim of this policy is to give employees the means of reporting any serious concerns they may have about any person who is linked to the running of our preschool in a safe environment where their concerns/issues will be listened to and acted upon in a correct manner. Serious concerns can be fraud, misconduct or any other wrongdoing which could cause harm to a person or the preschool environment. *(Please note: concerns of any kind of abuse by a member of staff to a child should be implemented under our CP2 Safeguarding policy and the procedures detailed within should be strictly followed. For work-related disciplinary matters our E4 Disciplinary & Grievance policy should be implemented)*

Little Fishes Preschool recognises that effective and honest communication is essential if malpractice is to be dealt with effectively, ensuring the high standards that are set within the preschool are maintained.

#### Procedures (How to raise a concern)

- Report any concerns to the Manager. This can be verbally or in writing.
- If this is not possible report to either the Deputy Manager or the Senior Supervisor.
- If this is not possible report to the Chair of Trustees.
- If this is not possible report to any of the trustees of the preschool. (Trustees contact details are kept in the Day-to-day folder)
- If you feel you need to report outside of the preschool, liaise with the lead pastor within the church.

Serious concerns would be conduct which is an offence or breach of law such as:-

- disclosures related to a miscarriage of justice
- health and safety risks, including risks to the public as well as other employees
- damage to the environment

- the unauthorised use of funds
- possible fraud and corruption
- sexual or physical abuse of staff or
- other unethical conduct such as an instruction to cover up any wrongdoing by a senior member of staff

This is not an exhaustive list.

Concerns may be verbally discussed with the Manager (or others if more appropriate) who may then ask for the details to be confirmed in writing. The concern should include the background and history to it, and the reason why the concern is now being brought to the attention of others.

Employees may well have discussed their concerns with other members of staff who may also feel the same, or had the same experience, and may feel that they are more able to raise the matter as a group.

The concern will be investigated fully and thoroughly, and a report/feedback given to the employee who has raised the concern (The whistle-blower). The concern may be investigated by more than one member of the managing team, depending on the severity of the concern. Timescale for investigation may vary, depending on the severity of the concern. The 'whistle-blower' will be given a timescale where they can expect to have received feedback on their concern.

Employees will not be victimised for raising such concerns and confidentiality will be maintained at all times. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.

Employees need to be aware that making a false and/or malicious allegation against another person within the organisation will be considered a disciplinary offence and disciplinary action will be taken against them.

Employees should also be aware of the independent charity "Public Concern at Work" which will give free confidential advice about how to raise a concern about malpractice at work. (See section 'Further guidance')

The NSPCC Whistleblowing Advice Line is 0808 800 5000

### Legal framework

- The Public Interest Disclosure Act 1998 <http://www.legislation.gov.uk/ukpga/1998/23/contents>

### Further guidance

- Protect speak up, stop harm (formally known as Public Concern at Work) <https://protect-advice.org.uk>
- Ofsted – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
- GOV.UK - <https://www.gov.uk/whistleblowing/dismissals-and-whistleblowing>

This policy was adopted at a meeting of

Little Fishes Preschool

Held on

10<sup>th</sup> June 2015

Date to be reviewed

Reviewed Spring 2023

Next review: Spring 2025

Signed on behalf of the management committee

Vicky Baker – Chairperson

Tracy Parkins - Manager

Name of signatory

Role of signatory (e.g. chair/owner)