

## Bents Green Pre-school

### Whistleblowing Policy

Bents Green pre-school aims to have a stimulating and team building environment for all staff and committee alike; however, pre-school is committed to tackling malpractice and wrong doing if it should arise.

Pre-school staff are committed to achieving high standards within their role as a member of the team (paid staff or committee member.)

If a matter arises in the Pre-school where an individual; whether a member of staff, committee member, volunteer or student, thinks that another member of staff or committee member has acted in a way that has been a breach of their professional conduct: it is that individual's duty to report the matter immediately to the Pre-school Manager. ***This action is what is meant by the term 'whistleblowing'***. Staff, volunteers, students and committee members should be prepared to act if they have concerns regarding failures in safeguarding and welfare systems, failure to meet statutory or regulatory requirements, financial malpractice, illegality or other wrongdoing and the cover up of any of these. Whistleblowing is different from a complaint or grievance as it only applies when the whistleblower has no vested interest and is acting as a witness to misconduct or malpractice that has been observed or they have been informed about.

The Manager will be the named practitioner for this policy. The Manager will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible. The Manager will also inform the employee or volunteer of the outcome of the investigation, where appropriate.

The Pre-school Manager will be responsible for recording relevant information regarding concerns raised, unless the concerns are in relation to the conduct of the Pre-school Manager. In this instance the Chair of the Committee will be responsible for recording relevant information.

If the complaint is about the Pre-school Manager or a member of the committee, then the complaint should be brought to the Chair of the Committee's attention immediately. If the member of staff believes the pre-school is not investigating the concern; if the concern has already been raised but no action has been taken or if the member of staff believes they are suffering unfair treatment as a result of raising the concern then the member of staff is advised to contact the NSPCC whistleblowing helpline for professionals on **0800 028 0285** or to contact the whistleblowing service at Ofsted on **0300 123 3155**.

If any member of staff is concerned about raising a concern, they should seek independent advice, either by contacting Pre-school Learning Alliance 0207 697 2595 or the independent charity Public Concern at Work 0207 404 6609.

Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment because of raising any genuine concern about misconduct or malpractice within the organisation. Anyone within the service who subjects a member of staff to detriment for having raised a concern will be subject to disciplinary action.

If a member of staff believes they have suffered personal detriment because of raising a concern they must inform the pre-school Manager unless the pre-school Manager is responsible for the detrimental treatment, in which case the member of staff must inform the Pre-school Chair.

Detrimental treatment means suffering disadvantage as a result of whistleblowing and may include: Failure to gain promotion, dismissal, bullying or harassment, denial of training, suspension, amongst other actions.

This policy provides individuals in the pre-school with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, to promote good governance and accountability in the public interest. **Changes from June 2013 to PIDA** brings the legislation in line with the Equality Act 2010, employers will be liable for actions of their staff unless they can prove they took reasonable steps through policies and training to prevent their employees subjecting others to detriment ([.www.pcaw.co.uk/law/uklegislation](http://www.pcaw.co.uk/law/uklegislation) ).

The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above

This policy was reviewed at a meeting of the pre-school held on.....

Signed on behalf of the group.....

Position.....

Review date.....

To be read in conjunction with documentation from Ofsted