



# Spinney Pre-School Whistle Blowing Policy and Procedure

## Statement of intent

It is our intention to ensure there is a free and open culture in Spinney Pre School's dealings between employees, volunteers and all people who engage in the business of the Pre School where effective and honest communication is encouraged. The setting recognises that effective and honest communication, is essential and that any misconduct is reported and properly dealt with, in order that malpractice is dealt with.

## Aim

We aim to provide guidance to all who work in Spinney Pre School, who may from time to time think that they need to raise with someone in confidence, certain issues regarding either the running of the Pre School or the management of the children. All individuals are encouraged to raise any concerns about the conduct of those working in the setting or the way in which the setting is run.

## Methods

In order to achieve this aim, the policy will apply in cases where employees, genuinely and in good faith, believe that one of the following sets of circumstances is occurring, has occurred or may occur:

- abuse of a child or vulnerable person.
- a criminal offence has been committed, is being committed or is likely to be committed.
- a person has failed, is failing or is likely to fail to comply with legal obligation.
- a person has behaved towards any child in a way that indicated she/he is unsuitable to work with children.
- the Health and Safety of any adult involved with the Pre School has been, is being or is likely to be endangered.
- a miscarriage of justice has occurred, is occurring or is likely to occur.
- falsification of financial records.
- covering up wrongdoing or malpractice.
- the working environment has been, is being or is likely to be damaged.

## Raising Concerns

It is not necessary that employees prove the malpractice or misconduct which they allege; rather they raise it as a reasonable suspicion. However they will not be protected from the consequences of making such a disclosure if, by doing so, they commit a criminal offence.

- Step 1 – If an employee needs to raise or discuss any issues, which might fall into one of the above categories they should normally speak to the Pre School Supervisor (**Mrs Anne Rix**)
- Step 2 – If the employee is unable to raise the issue with the Supervisor, they should contact the Chair of the Pre School Committee (**Miss Sophia Reader**)
- Step 3 – If the employee is unable to raise the issue with a member of the management team or the matter is so serious that the employee cannot discuss it with anyone from the Pre School, the employee should consult either the Local Authority Designated Officer (LADO), Halton Borough Council or ring Ofsted Whistle blowing Hotline.

## Responsibilities

All staff and anyone involved with the setting should be watchful and aware of preventing any wrongdoing, inappropriate or unethical conduct and it is their responsibility to report anything of that nature to the Supervisor of the setting.

The person who has been notified of the concerns will normally:

- Ensure that the concerns raised are taken seriously;
- Treat the matter in confidence, within the parameters of the case;
- Seek advice and guidance where necessary;
- Investigate properly and in line with legal requirements;
- Keep the employee advised of progress, without breaching confidentiality;
- Ensure that the necessary action is taken to resolve the concern;

## Responsibilities continued

- Take steps to ensure that the employee's working environment is not prejudiced, by the fact of the disclosure.

The employee will be required to attend a disciplinary or investigative hearing as a witness.

The employee should be aware that the policy will apply where a disclosure is made in good faith and where they believe that the information disclosed is substantially true. If any disclosure is made in bad faith, such as is made for personal gain and is untrue, then such a disclosure will be deemed as a disciplinary offence and may constitute gross misconduct.

## Useful Contact Numbers

<b>Halton Contact -</b>	<b>Local Authority Designated Officer (LADO)</b>	<b>Ofsted Whistleblowing Hotline</b>	<b>Ofsted General Enquiries</b>
Jodie Wylie, Early Years Officer – Safeguarding and Welfare <b>0151 511 6442</b>	<b>0151 511 7229</b>	<b>0300 123 3155</b>	<b>0300 123 1231</b>

This policy forms part of the Professional Standards Policies and other policies included under professional standards are:

- Smoking, Alcohol and other Substances
- Code of Conduct
- Dignity at Work
- Professional Boundaries
- Low Level Concerns

**This Policy was adopted at a meeting of the Pre-School held on (date)**\_\_\_\_\_

**Signed on behalf of the Pre-School**\_\_\_\_\_