

Policy Name	Whistleblowing
Date Issued	September 2014
Author / Owner	Hagbourne Pre-School

Statement of Intent

It is our intention at Hagbourne Pre-school that employees and volunteers feel confident about coming forward to report any issues/concerns which they have regarding misconduct and malpractice in the workplace

Aim

- To ensure employees and volunteers understand their responsibilities and feel confident in raising and reporting serious concerns at the earliest opportunity
- To provide clear guidelines as to how concerns are reported and dealt with
- To provide employees and volunteers a response to their concerns and provide guidance of how to pursue them if not satisfied
- To ensure confidentiality will remain wherever possible
- To reassure the employee or volunteer that they will not suffer any reprisal or victimisation if they raise a genuine concern
- To investigate and resolve the concerns as quickly as possible

What should be reported?

- The inappropriate care or treatment of a child
- Concerns which could affect the health and safety of a child or adult
- Discriminations of any kind
- A criminal offence
- Failure to comply with any legal obligation
- Abuse of position
- Inappropriate use of budget
- Document tampering

Method

- A concern can be initially raised to the Early Years Manager.
- In the event that it is concerning the Early Years Manager, the Chair of the Committee can be contacted.
- The nature of the concern will be discussed with any background history and relevant dates of incidents.
- Initial enquires will be made to decide whether an investigation is appropriate and if so, what form it should take.
- The concern will be investigated by the Early Year Manager/Chair of the Committee.
- If it is a safeguarding concern, then Safeguarding procedures will be followed, with reference to our Child Protection Policy. LADO/OFSTED will be contacted.
- Within ten working days of the concern being raised, the person will receive in writing an acknowledgement that the concern has been received, how the matter will be dealt with, whether further investigation will take place, and if not why not.
- To deal with the concern, it may be necessary to interview the person raising it, to fully understand it. This can be arranged away from the work place with a friend for support, if wished.
- Employees will be kept informed of the progress and outcome of the investigation to assure that any disclosure has been dealt with correctly, unless legal reason determine otherwise.
- Confidentiality will be maintained, if the person who raised the concern so wishes

If the outcome was deemed to be unsatisfactory, OFSTED may be contacted directly: 0300 123 3155

- Email: whistleblowing@ofsted.gov.uk

This policy was reviewed and updated (where required) on ___17th January 2024_____ (date)

Reviewed/updated by _____ Sophie Garland _____ (Chairperson)

Reviewed/Updated by _____ Sheila Bayliss _____ (Manager)