

Safeguarding and Welfare Requirement: Providers must have and implement a policy, and procedures, to safeguard children.

1.9 Whistleblowing policy

Policy summary

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- our Commitment
- who does the policy apply to?
- the aims of the policy?
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- safeguards and victimisation
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What Is Whistleblowing?

Whistleblowing is the term used when an employee or volunteer raises a concern about a risk, wrong-doing or malpractice in the workplace. Employees/volunteers are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

Fairford Pre-School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our organisation's work to come forward and voice those concerns.

Who Does The Policy Apply To?

The policy applies to all employees, volunteers, rota parents and students on work experience.

This Policy Aims to:

- provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What Type Of Concerns Are Covered?

- abuse of a child
- a child, parent, employee, volunteer or member of the public has been put at risk of harm
- unsafe working practices
- a failure to comply with statutory and legal obligations
- a criminal offence has or is about to be committed
- the use of unsafe equipment
- falsification of financial records
- bribery and or corruption has or is about to take place
- covering up wrong doing or malpractice

NB. Other procedures are available to employee e.g. The grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure which are for public use.

Safeguards

The organisation recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service. The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- must disclose the information in good faith.
- must believe it to be substantially true.
- must not act maliciously or make false allegations.
- must not seek any personal gain.

How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with the manager/deputy. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach the committee chair or other committee member. Financial allegations require that the committee treasurer shall be notified of all financial or accounting irregularities or suspected irregularities.

Response to whistleblowers

A formal acknowledgement and where possible feedback about whether the fact finding has established either no further action, or whether it will be pursued and if so in what way.

For independent advice please call: Public Concern At Work Website: www.pcaw.co.uk Helpline: 020 7404 6609
Email: whistle@pcaw.co.uk

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| This policy was adopted by | Fairford Pre-School | <i>(name of provider)</i> |
| On | <u>11.1.16</u> | <i>(date)</i> |
| Date reviewed: | <u>11.1.17</u> | <i>(date)</i> |
| Date to be reviewed: | | |
| Signed on behalf of the provider | <hr/> | |
| Name of signatory | <hr/> | |
| Role of signatory (e.g. chair, director or owner) | <hr/> | |