

Safeguarding



Whistleblowing Policy

Policy statement

Little Explorers Pre-School are committed in providing a safe and secure environment for all employees which supports them in raising any concerns they may have about any unlawful conduct, or inappropriate practice. All adults are required to operate to operate within the regulations policies and procedures of Little Explorers Pre-School. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace.

Aims

- To deliver high quality pre-school service, which promotes organisational accountability and maintaining public confidence
- To provide individuals with avenues to raise concerns
- To ensure individuals receive a response to their concerns, and what to do if they are not satisfied
- To protect individuals from reprisals or victimisation if they have reasonable belief that they have made any disclosure in good faith

Confidentiality

- All concerns will be treated in confidence, and every effort will be made not to reveal employees or volunteers identities if this is their wish.
- Concerns will be investigated thoroughly and only shared with those who need to know

Procedures

- An individual or volunteer who acting in good faith, wishes to raise a concern, should normally report to the pre-school leader Wendy Lloyd.
- If the individual feels that the matter cannot be discussed with the Leader, they should report to the Chairperson of the Management Committee
- Concerns will be investigated and resolved as quickly as possible
- If the individual feels that the matter cannot be discussed with either of the above, they can contact Ofsted's Whistleblowing hotline 0300 123 3155 or a Public at Work adviser 0207 4046609
- If a concern has been raised with the Leader, she will then report to the Chair of the Management Committee
- Staff will then be interviewed individually and relevant documentation and policies will be reviewed
- Accurate records will be maintained at all times
- When the investigation has taken place, the Chair will put in place actions to ensure that all legal requirements are met
- Wherever possible the investigation should take place within 10 days.
- If the investigation informs misconduct has taken place, disciplinary procedures will be followed.
- Employees making malicious or false accusations will be disciplined appropriately
- Support and advice will be provided to those affected by any accusation

This policy was adopted at a meeting of
 Held on
 Date to be reviewed
 Signed on behalf of the management
 committee
 Name of signatory
 Role of signatory (Chairperson)

Little Explorers Pre-School

Chairperson