

1.10 WHISTLEBLOWING POLICY

Policy statement:

Whistleblowing is raising a concern about malpractice within an organisation.

Procedure

We are committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence. This policy provides individuals in the workplace 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, in order to promote good governance and accountability in the public interest.

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.

It is not intended that this policy be a substitute for, or an alternative to the formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the pre-school leader who 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.

If an employee or volunteer feels the matter cannot be discussed with the pre-school leader, he or she should contact the Chairperson, our Early Years Advisor (Jacqui Oliver). You can also get free, confidential advice from the independent whistleblowing charity Public Concern at Work; it can help you to decide whether and/or how to raise your concern. You can call on 020 7404 6609 or email helpline@pcaw.co.uk. For further information, go to the "Public Concern at Work" website – it includes guidance on whistleblowing legislation www.pcaw.org.uk.

A disclosure in good faith to the Chair or management committee will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school..... (Chairperson)

Next Policy Review February 2016