

## **Whistleblowing Policy**

Please take time to read the pre-school policies and let the Pre-school Leader or Chair know if you have any questions.

The policies are also available to read on our website:  
[www.streatleyhillpreschool.org.uk](http://www.streatleyhillpreschool.org.uk)

### **Statement of intent**

Our pre-school is committed to providing childcare of the highest standard in a safe, secure and diverse environment with equality of opportunity for all. In line with this commitment we expect employees and others that we deal with, to recognise a duty of care to the organisation and its learners.

If employees suspect that there is something wrong with the behaviour of one of their colleagues, their loyalty to that colleague or to the company may prevent them from reporting their suspicions. They may also fear harassment or victimisation and thus ignore their concerns rather than report them.

By adopting and implementing a whistle blowing policy Streatley Hill Pre-School will ensure all staff have the opportunity to report any concerns in an open and transparent manner. Streatley Hill Pre-School is fully committed to the highest possible standards of openness, probity and accountability. In line with this commitment we expect employees, who have concerns about any aspect of work and practices, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

Any person, who has a concern, is able to raise disclosures about wrongdoing under this policy, in order that problems can be identified and resolved quickly.

Employees raising a concern in good faith will be protected from possible victimisation under this policy as well as being protected by law. Legal protection is afforded only to employees who raise genuine concerns and not those making false or vexatious allegations.

### **Aims**

- Provide avenues to raise concerns in confidence and receive feedback on any action taken.
- Ensure that the whistleblower receives a response to concerns, and they are aware of how to pursue them if not satisfied.
- Reassure whistleblowers that they will be protected from possible reprisal or victimisation, if made in good faith.

## Methods

### Concerns covered:

A disclosure will qualify for protection if the concern raised relates to unlawful conduct. Specific examples include, but are not limited to:

- The breach of a legal obligation
- A miscarriage of justice
- Sexual or physical abuse
- Conduct which is an offence or a breach of law e.g. possession of drugs
- Health and safety risks, including risks to the public as well as other employees
- Working under the influence of alcohol or drugs in the workplace
- Fraud and corruption.
- Damage to the environment
- Information relating to any of the above is being deliberately concealed or attempts are being made to conceal the same

There are existing procedures in place to enable you to lodge a grievance relating to your own employment. The whistle-blowing policy is intended to cover major concerns that fall outside the scope of other procedures. For any issues involving child protection, this whistle blowing policy should be followed alongside Safeguarding Children Policy.

## Reporting

Initially, you should raise any concern either verbally or in writing with the Pre-School Lead Teacher. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe the Pre-School Lead Teacher is involved you should approach the Committee Chairperson directly.

If your concern is with the Management Committee, allegations should be reported directly to the Designated Officer at the local authority via CAAS – Contact, Advice and Assessment Service ([child@westberks.gov.uk](mailto:child@westberks.gov.uk) Professionals 01635 503190, Parents 01635 503090). Staff should consider discussing concerns with the school's Designated Safeguarding Lead and make referrals via them.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. **Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).**

It is worth reiterating that Streatley Hill Pre-School should be given the opportunity to conduct an internal investigation and resolve any concern prior to external involvement.

## Safeguards and victimisation

Streatley Hill Pre-School recognise that the decision to report a concern can be a difficult one to make. Employees raising legitimate concerns have nothing to fear as

you will be doing your duty to your employer and those for whom you provide a service. Streatley Hill Pre-School will not tolerate any harassment or victimisation (including informal pressures) 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 if the serious concern results in external force involvement. This policy encourages you, however, to put your name to your concern whenever possible. Please note that:

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

This policy was adopted at a meeting of Streatley Hill Pre-school Committee on:	7 Mar 2018
This policy was last reviewed on:	7 Mar 2018
Date of next review:	December 2018
Signed on behalf of the Committee by:	Bob Kapp
Role of Signatory:	Chair