



Suitable People Policy

2.3 Whistle blowing

Policy statement

Widecombe Preschool actively encourages a very open culture consisting of high levels of communication between all levels of students, volunteers, staff, manager and committee members

Procedures

Protection

- This group is an organisation 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 group's 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 manager 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.

A disclosure in good faith to the manager 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.

Students & Volunteers*	Staff*	Deputy Manager*	Manager*	Owner/Director/Chairperson*
Report concern to Manager and/or Chairperson/Owner /Director	Report concern to Manager and/or Chairperson/Owner /Director	Report concern to Manager and/or Chairperson/Owner /Director	Report concern to Chairperson/Owner /Director or direct to OFSTED informing Chairperson /Owner/Director (if appropriate)	Discuss concern with Manager or Report direct to OFSTED informing Manager. (if appropriate)

*If an employee, student or volunteer, feels the matter cannot be discussed with the manager, or the Owner/Director/Chairperson he or she should contact:

the **Early Years and Childcare Advisor** 01626 324982, or

OFSTED tel: 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm), email: whistleblowing@ofsted.gov.uk, post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD or

MASH 0345 155 1071

for advice on what steps to follow.

This policy was adopted at a meeting of _____ (name of provider)
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____