

29. Whistleblowing Policy

29.1 Introduction

It is important to Walton Under 5's Pre-School that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with, or within, the early years setting, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.

We recognise that if a member of staff, committee member, volunteer or student raises concerns about a wrong doing to Walton Under Fives Pre-school management or committee they are protected under the Public Interest Disclosure Act 1998. The Act applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- A criminal offence,
- The breach of legal obligation,
- A miscarriage of justice,
- A danger to the environment, or
- Deliberate covering up of information tending to show any of the above.

29.2 Responsibilities

- All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation.
- You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the early years setting's disciplinary procedure will be used, in addition to any appropriate external measures.

- If you make a malicious, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to the committee.

29.3 What to do

We understand it is not easy to report a concern, where it may involve a close colleague(s). We request anyone to report any concerns to a manager at an early stage before problems have a chance to become more serious. If this is not possible, then report your concerns to the committee.

29.4 Whom to contact

Those with a genuine concern no matter how small or how serious, please arrange to discuss the matter with a manager in private, via email or contact a nominated committee member via email as below.

Alison Harvey	Pre-School Manager	al.harvey@btinternet.com
Amber Davidge-Sears	Pre-School Deputy Manager	amberds@hotmail.com
Matt Hardware	Chairman of Committee	matthewhardware87@icloud.com
Naomi Johnson	Vice Chair of Committee	Naomi.johnson2004@gmail.com

29.5 Dealing with concerns

All concerns raised within the remit of the above procedure will be thoroughly examined and investigated. In all cases confidentiality will be remain, however the complainant should be aware that their identity maybe be revealed by inference.

Whistleblowing relates to all those who work with or within Walton Under Fives Pre-school who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

This policy was reviewed and adopted at a meeting of Walton Under Fives Pre-School held in November 2017, updated March 2019.

Signed (Pre School Leader) Date

Signed (Committee Chair) Date