



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
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Registered charity number 1080554

Employment

2.8 Whistleblowing

Policy Statement

It is important to the early years setting that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with. The early years setting therefore encourages 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.

Key Principles

The early years setting recognises 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.

Procedure

- Report any concerns to your manager. If this is not possible, then report your concerns to a committee member.
- All employees and those involved with Whitechapel Preschool 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 may consider disciplinary action including terminating contract.
- If you make a maliciously, 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.

- If concerns are raised the manager or member of the committee must record in writing, including dates and signatures, and report any incident to LADO Tim Booth **01772 536694** and Ofsted within 24hours: **0300 123 1231**
- Advice can also be sought on the LCC Confidential helpline: **01772 532500**; Early Years Safeguarding Officer **07909 001430**. CSCS Safeguarding unit **01772 534443**.
- We will cooperate entirely with any investigation carried out.
- Where the management, committee and social care agree it is appropriate in the circumstances, the chairperson will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not admission that the alleged incident has taken place, but is to protect staff as well as children and families throughout the process.
- If the staff member is dismissed due to engaging in activities that caused concern for the safeguarding of children, we will notify the Disclosure and Barring Service of relevant information and their DBS will be removed.

NSPCC – advice line 08000280285

<https://www.gov.uk/government/news/home-office-launches-child-abuse-whistleblowing-helpline>

updated 18.1.17