



# Whistle blowing policy

## Statement of intent

It is our intention that staff working at Tiddlywinks Preschool feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination.

### Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity  
Provide avenues for staff to raise concerns and receive feedback on any action take.
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- Reassure staff that they will be protected from possible reprisals or victimization if they have made any disclosures in good faith.

Any concerns can be reported without this leading to any harassment or victimization, and every effort will be made to keep both the concern and the member of staff's identity

### Confidential

Every organization – be it a business or public body – may face the risk of misconduct in their workplace. When this happens, usually the first people to realize or suspect will be those who work in or with the organization

### What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behavior of manager, staff, student or volunteer.
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults, this is particularly important where the welfare of children may be at risk and staff need to report any behavior by colleagues that raise concern regardless of source.



## **Methods**

- A concern can be initially raised by any staff member to the Manager.
- Discuss the nature of the concern together with the background, History of the concern and provide the relevant dates of incidents.
- There is no expectation that staff prove beyond doubt the truth of their suspicion; however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly.

## **Concerns will be dealt with in the following way:**

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the manager and/or Ofsted Lead.
- If appropriate it will be referred and put through established safeguarding children procedures and may form the subject of an independent inquiry Within ten working days of a concern being raised, the member of staff will receive in writing:
  - Acknowledgement that the concern has been received
  - An indication as to how the Pre-school will proceed with the matter.
  - Supply the member of staff with information on staff support mechanisms.
  - Inform the member of staff concerned as to whether any further Investigation will take place and if not, why not.

It may be necessary for interviewing of staff to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

Staff will be kept informed, of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine Otherwise.

Confidentiality – will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously maliciously or for personal gain, appropriate action, that could include disciplinary action, may be taken.



The Public Interest Disclosure Act 1998 seeks to protect employees from Discrimination as a result of 'blowing the whistle' on their organization, or individuals within it, through amendments to employment law.

Ofsted want staff to be able to contact them easily, so that they know about concerns as soon as possible. To do this they have set up a pilot whistleblower hotline for circumstances where children and young people are affected or at risk.

### **When to contact Ofsted re: Whistle Blowing**

There may be times when employees and those working with young children will want to report to Ofsted concerns about practices and procedures for the safeguarding of children and young people.

You can contact them in three ways:

Call Ofsted on 0300 123 1231 (Monday to Friday from 8am to 6.45pm)

Email them at [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Write to them at:

The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

### **How is whistle blowing different to complaining?**

Whistle blowing is very different from making a complaint. If you are someone who wishes to complain about a service you use that Ofsted inspect or regulate, Ofsted will deal with your concerns through the normal complaints procedure.



**Before you contact the hotline**

If you have a concern you may wish to contact Ofsted. Follow the guidelines in this policy and then raise your concerns with management.

Employees who have consulted this policy and conclude that there is no case for whistle blowing are encouraged to talk to someone about their original concern. It may be that a different policy would be appropriate to the circumstances they have concerns about.

You can get free, confidential advice from Public Concern at Work. If you have witnessed wrongdoing at work and are unsure about what to do, a Public Concern at Work adviser 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](mailto:helpline@pcaw.co.uk).

You can visit their website for further information: [www.pcaw.co.uk](http://www.pcaw.co.uk). The website has guidance on whistle blowing legislation: [www.pcaw.co.uk/law/uklegislation.htm](http://www.pcaw.co.uk/law/uklegislation.htm).

Sign..... (Manager/owner)

Date.....

Review.....

