

St Michael's Pre-school

Whistleblowing

Policy statement

It is our intention that staff working at St Michael's Pre-School 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.

Aims

Our aims are to:

- 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 taken.
- 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 victimisation if they have made any disclosures in good faith

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

What should be reported?

- A criminal offence
- The inappropriate treatment or care of a child.
- Any breach in the behaviour of manager, staff, student or volunteer.
- Discrimination of any kind.
- Concerns that could impact on the health and safety of the children or adults.

It is not intended that this policy be a substitute for, or an alternative to the 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 Pre-school 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.

If an employee feels uncomfortable speaking to the Pre-School Manager, they may speak to Tina Capell, Session Manager, in the first instance.

If an employee or volunteer feels the matter cannot be discussed with any of the Managers he or she should contact the Early Years Adviser/OFSTED or alternatively contact the Local Authority Designated Officer (LADO) on **0300 120 4043**

DISCLOSURE

This 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.

This Policy was adopted at a meeting of all staff at St Michael's Pre-School.