

Whistle Blowing Policy and Procedure

Policy Statement

This whistle blowing policy and procedure links to grievance and disciplinary procedure. It is our intention that staff working at Holyrood Playgroup 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 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 disclosure in good faith.

What should be reported ?

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
Fraud
Environmental risks
Failure to comply with legal obligations
Other unethical contact
The deliberate concealing of information

Methods

A concern can be initially raised by any staff member to their line manager / officer or committee
Discuss the nature of the concern together with the background , history of the concern and provide the relevant dates.
All employees will be treated fairly

Concerns will be dealt with in the following way

Initial enquiries will be made

The incident will be investigated by the line manager/
committee or Ofsted

If needed it will be referred and put through Safeguarding
procedures.

Within 10 working days member of staff will receive in
writing

Acknowledgment that the concern has been received

An indication as to how the setting will deal with it

Supply the member of staff with information

Inform member of staff concerned as to whether any further
investigation will take place

It may be necessary for the Management Committee to interview 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
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 to the press or on
social media 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 organisation, or
individuals within it, through amendments to employment laws.

Who does the policy apply to ?

Employees

Students

Volunteers including Committee Members

If a staff member is dissatisfied with the response from the setting and subject to the concern being a matter by the PID Act 1998, member of staff can raise the matter as appropriate with one of the following;

Local Citizens Advice Bureau
Regulatory Organisations
A relevant voluntary organisation
Solicitor
Police

Policy Adopted.....

Signed.....Date.....