

Whistle blowing

Policy Statement

Pound Hill Pre-School is committed to the highest possible standards of openness, probity and accountability. In line with this commitment we encourage all employees or others with genuine concerns about any person linked to the Pre-School and or others (e.g. Parents/Carers) to come forward and voice their concerns. This policy makes it clear that Pound Hill Pre-School wish to encourage and enable employees and others to raise such concerns with Pound Hill Pre-School rather than overlooking the problem.

This policy aims to:

- ❖ Provide avenues for you to raise genuine concerns and receive feedback on any action taken.
- ❖ Allows you to take the matter further if you are dissatisfied with the outcome or response.
- ❖ Reassure that steps will be taken to protect you from reprisals or victimisation or whistle blowing in good faith.

Pound Hill Pre-School have policies and procedures in place to enable you to lodge a grievance relating to practitioners own employment, parent/Carer concerns or complaint. The whistle blowing policy is intended to cover genuine concerns that fall outside the scope of the other procedures and policies that Pound Hill Pre-School uphold. That concerns may be about something that:

- ❖ Is against the policies and procedures of Pound Hill Pre-School
- ❖ Falls below established standards of practice
- ❖ Amounts to improper conduct
- ❖ Is a health and safety risk, in risks to the public as well as the children, other colleagues, parents/Carers and others.
- ❖ Contributes to a safeguarding risk involving children in the care of Pound Hill Pre-School.

The procedure will be communicated to all employees as well as parents/carers, students and others.

Harassment or Victimisation

Pound Hill Pre-School recognises that the decision to report a concern can be a difficult one to make, not least because a fear of reprisal. The Pre-School will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith. However, if you feel you have suffered harassment either directly or indirectly because of raising a concern, you should refer to the complaints policy. This does not mean that if you are already the subject of a disciplinary or redundancy procedures that those procedures will be halted as a result of your whistle blowing. This applies to parent/Carers of the setting who then decide to seek alternative settings.

Confidentiality

Pound Hill Pre-School will do its best to protect your identity when you raise a concern. However, it must be appreciated that, in the interests of natural justice, any investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

Anonymous Allegations

You are strongly encouraged to put your name to allegations. Concerns expressed anonymously are much less powerful. Anonymous allegations will be considered and any action taken at the discretion of Pound Hill Pre-School and in conjunction with the relevant agencies where appropriate. In exercising this discretion, the following factors will be considered when dealing with any allegations:

- ❖ The seriousness of the issues raised
- ❖ The credibility of the allegation
- ❖ The likelihood of confirming the allegation from attributable sources.

How to raise a concern – Employees

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however you make a malicious or vexatious allegation, disciplinary action may be taken against you in accordance with Pound Hill Pre-School Procedures.

As a first step you should normally raise your concern with the Manager or Chairperson. This depends, however on the seriousness and sensitivity of the issues involved and who you may think may be involved in the malpractice. Concerns are better raised in writing. You are advised to set out the background and the history of your concerns, giving names, dates and places where possible, along with the reason why you are particularly concerned about the situation. The earlier you express your concerns the easier it is for Pound Hill Pre-School, Social Services or Local Authority Designated Officer (LADO) to take action. Although you are not expected to prove the truth of an allegation you need to demonstrate to the person contacted that there are sufficient grounds for initial enquiries to be made.

Response by Pound Hill Pre-School

The action taken by the Pre-School will depend on the nature of the concern. The matters raised may:

- ❖ Be investigated internally
- ❖ Be referred to the police allegations referred directly to the LADO and dealt with in accordance with their policies and procedures.

Any person, who is subject of an allegation, should at the appropriate time be given details of the allegations in order to respond. In order to protect individuals, initial enquiries will be made to whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (i.e. Safeguarding or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be solved by agreed actions without the need for an investigation.

How the matter can be taken further

Internally

Katy Platt – Manager – katy.platt@poundhillpreschool.com

Roberto – Chair of Committee – robbejar@hotmail.com

Externally

If the complaint has not been dealt with by the manner which is satisfactory to the employee, parent/carer or others involved, they can then contact Ofsted directly at the following:-

Email – enquiries@ofsted.gov.uk

0300 123 4666

By registering a formal complaint with Ofsted and officer in most cases will be sent to the Pre-School to carry out further investigation. If applicable a report would then be sent with action points.

Local Authority Designated Officer can be contacted via their online form which can be found at the following link.

<https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=445>

This policy was adopted by	Katy Platt
Position within the Pre-School	Manager & nominated individual

Whistleblowing Guidance

Should I blow the Whistle?

- Whistleblowing is when one colleague reports another for an alleged wrongdoing. Typically, that concern will be related to something that has happened at work; it should always be in the public interest.

Can I report internally

- A whistleblowing disclosure should be made to your Manager, or Chair or Committee.
- Katy - Manager - katy.platt@poundhillpreschool.com
- Roberto - Chair of committee - robbejar@hotmail.com

Can I report Externally?

- You can blow the whistle to a legal advisor, Ofsted or Local Authority Designated Officer (LADO).
- Ofsted - enquires@ofsted.gov.uk or 0300 123 4666
- LADO - <https://socialcareportal.westsussex.gov.uk/s4s/FormDetails/FillForm?formId=445>

How do I make a disclosure?

- You can make a disclosure verbally or in writing; you do not need evidence to make a disclosure. You can report anonymously but if it leads to an investigation, it is helpful if those investigating can contact you.

What action will be taken?

- There is no standard response time or manner for actioning whistleblowing complaints. If you make your disclosure externally, the body or person to whom you made the report will have their own procedure which can normally be found on their website.

What happens if I am treated unfairly following a disclosure?

- The public Interest Disclosure Act (1998) protects whistleblowers from negative or to protect, a UK-based charity dedicated to whistleblowing cases on treatment or unfair dismissal. If you feel you have been treated unfairly following a disclosure, you may choose to speak to the NSPCC on The Whistleblowing Advice Line 0800 028 0285 or to Protect a UK-based charity dedicated to whistleblowing cases on 020 3117 2520