



# Sonning Common Pre-school

## 11.2 Whistle blowing Policy

### Policy statement

Whistle blowing and raising concerns at work is called 'making a disclosure in the public interest'. If staff believe malpractice is present at Sonning Common Pre-school they should report this by following the correct processes.

### *Staff*

- Employment rights are protected and they cannot be victimised by the employer
- Whistleblowers are protected for public interest, to encourage people to speak out if they find malpractice in an organisation or workplace
- Malpractice could mean improper, illegal or negligent behaviour, by anyone who works with or within Sonning Common Pre-school.

### *When to use the whistle blowing procedure*

A member of staff needs to make a qualifying disclosure about malpractice about either:

- Threats/risks to the welfare, health or safety of a child or adult
- Failure to comply with a legal obligation
- Damage to the environment
- Criminal offences
- Miscarriages of justice
- Deliberate attempt to cover up any of the above



# Sonning Common Pre-school

## *Responsibilities.*

All staff are responsible to report any genuine concerns about any improper, illegal or negligent behaviour in or connected to the Pre-school. This policy does not replace or to be used as an alternative to the grievance procedure. If the disclosure is made relating to the safeguarding of a child, policy 1.2 Safeguarding children and child protection must be followed.

Whistle blowing protection applies where the person making the disclosure reasonably believes that the information disclosed, and any allegations contained in it, are substantially true. If the disclosure is made in bad faith, or concerns information which is not substantially believed to be true, or if it is made for personal gain, then such disclosure will constitute a disciplinary offence. If the disclosure is made in good faith, but is not confirmed by any subsequent investigation, then no action will be taken against the whistle blower. Any victimisation of an individual for raising a disclosure will be a disciplinary offence.

## *Action to be taken*

- Concerns should be reported in the first instance to the line manager. If this is not possible they should be reported to the Pre-school management committee.
- Concerns can be reported verbally or in writing, and should include information about the malpractice and reasons for concern
- The whistle blower may nominate a colleague to be present during meetings connection with the concerns
- Sonning Common Pre-school must investigate the matter raised, thoroughly, promptly and confidentially under this procedure. It must be reported to the management committee and action taken as appropriate.



# Sonning Common Pre-school

- The management committee must decide whether the matter falls within the scope of any other policy
- If the whistle blower or anyone else connected to Sonning Common Pre-school has been asked or instructed to cover up any malpractice, this itself is a disciplinary offence.
- Sonning Common Pre-school disciplinary procedure will be used if malpractice has been revealed as a result of investigation.
- All outcomes will be informed to the whistle blower.

Further information

<https://www.gov.uk/whistleblowing>

This policy was adopted at a meeting of

Sonning Common Pre-School

Held on

1st May 2018

Date to be reviewed

May 2019

Signed on behalf of the provider

Name of signatory

Victoria Head

Role of signatory (e.g. chair, director or owner)

Chairperson