

Lyndhurst Pre-School



WHISTLE BLOWING POLICY

Statement of intent

It is important to the setting that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with.

This setting therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run.

The setting recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with or within the early years setting who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the organisation then you should use the procedure outlined below.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe	2.1 Respecting each other		

Procedures

- 🔦 Report any concerns to the person you are responsible to. If this is not possible, then report your concerns to the Designated Safeguarding Lead - Janet Malcom Manager. This should be put in writing.
- 🔦 All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation.
- 🔦 You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.

- 🔊 If you have a concern with the manager than you can contact the appointed Director for Safeguarding : Mary Willis miss.mary@hotmail.co.uk
- 🔊 Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, by the appointed member of the board of Directors, Mary Willis and the outcome of the investigation will be reported back to you, in writing. It may be necessary to involve other Directors for the purposes of investigation, with impartiality being paramount.
- 🔊 You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- 🔊 Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- 🔊 If misconduct is discovered as a result of any investigation under this procedure, the setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- 🔊 If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- 🔊 An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority, you should not agree to remain silent. In this event you should report the matter to the designated whistleblower.

This policy was adopted at a meeting of Lyndhurst Pre-School Directors

held on

Signed

Dated