



## Whistleblowing Policy

### Definition:

Whistleblowing is raising a concern about malpractice within an organisation.

### Protection:

This group is an organisation committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The 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. The Act covers behaviour, which amounts to:

A criminal offence

Failure to comply with any legal obligation

A miscarriage of justice

Danger to health and safety of an individual and/or environment

Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the group's 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 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 or volunteer feels the matter cannot be discussed with the manager, he or she should contact our Early Years Advisor or OFSTED on 0300 123 1231 for advice on what steps to follow.

A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation

### Safeguarding children:

#### What is whistleblowing?

Whistleblowing is the term used for an employee raising concerns about practices and procedures in their workplace.

Every organisation – be it a business or public body – may face the risk of misconduct in their workplace. When this happens, usually the first people to realise or suspect will be those who work in or with the organisation.

We want you to be able to contact us easily, so that we know about your concerns as soon as possible. To do this we have set up a pilot whistleblower hotline for circumstances where children and young people are affected or at risk.

#### *When to contact our whistleblower hotline*

There may be times when council employees and those working with young children will want to report to us concerns about practices and procedures for the safeguarding of children and young people.

You can contact our hotline in three ways:

- Call us on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
- Email us at [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk).
- By post

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

#### **How is whistleblowing different to complaining?**

Whistleblowing is very different from making a complaint.

If you are someone who wishes to complain about a service you use that we inspect or regulate, we will deal with your concerns through our normal complaints procedure. For further information please go to the how to complain section available via the navigation on the left.

#### **Before you contact our hotline**

If you have a concern you may wish to contact us. However, we suggest that you first read your employer's whistleblowing policy and then raise your concerns with your employer.

If your employer does not have a whistleblowing policy or if you are still not sure how to raise your concerns with your employer or someone else, we suggest you first get advice from the independent whistleblowing charity Public Concern at Work.

You can get free, confidential advice from Public Concern at Work. If you have witnessed wrongdoing at work and are unsure about what to do, a Public Concern at Work adviser can help you to decide whether and/or how to raise your concern. You can call on 020 7404 6609 or email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk).

You can visit their website for further information: [www.pcaw.co.uk](http://www.pcaw.co.uk). The website has guidance on whistleblowing legislation: [www.pcaw.co.uk/law/uklegislation.htm](http://www.pcaw.co.uk/law/uklegislation.htm).

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reread at least annually, updated if necessary, and signed at our Annual General Meeting.