



# Whistleblowing Policy

Date reviewed: 11.10.2021

## Policy statement

It is important to Hanslope Pre-school that any concerns regarding safeguarding children, fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported, and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others at Hanslope Pre-school or the way in which it is run.

We recognise 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, Hanslope Pre-school 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.

## Procedures

- Report any concerns to the Practice Manager. If this is not possible, then report your concerns to the Chairperson.
- All employees and those involved within the 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.
- You should be watchful and report any wrongdoing. Wrongdoing could include:
  - Abuse of a child or vulnerable person.
  - A child, parent, employee, or volunteer being put at risk of harm.
  - Unsafe working practices.
  - A failure to comply with statutory or legal obligations.
  - A criminal offence which has or is about to be committed.
  - The use of unsafe equipment.
  - Falsification of financial records.
  - Bribery and/or corruption which has taken or is about to take place.
  - Covering or wrongdoing or malpractice.
- Any matter you raise under this procedure will be investigated thoroughly, promptly, and confidentially, and the outcome of the investigation will be reported back to you. You may be required to attend an investigation hearing as a witness.
- 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 (something that is in the public interest to disclose) will be a disciplinary offence.
- If misconduct is discovered because of any investigation under this procedure, then Hanslope Pre-school's disciplinary procedure will be used, in addition to any appropriate external measures.
- Any individual who makes an allegation in good faith, but which is not subsequently confirmed by the investigation, will have no action taken against them and will continue to have protection under this policy from victimisation or harassment.
- If you make a malicious, vexatious or a false allegation this will 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 such as a manager, you should not agree to remain silent. In this event you should report the matter to the Chairperson.

- If you have witnessed wrongdoing at work and still feel unable to raise your concerns, you can get free, confidential advice from a Public Concern at Work advisor who can help you to decide whether and/or how to raise your concern.
- If you still feel unable to raise your concerns using the procedure above, and your concerns relate to practices and procedures for the safeguarding of children and you feel that children are affected or at risk, you should contact the Ofsted Whistle blower hotline.

**Managers' Responsibility**

Managers notified of concerns under the policy will normally:

- Ensure that concerns raised are taken seriously.
- Treat the matter in confidence, within the parameters of the case.
- Where appropriate, investigate properly and make an objective assessment of the concern.
- Keep the employee advised of progress, without breaching confidentiality.
- Have a responsibility to ensure that the action necessary to resolve a concern is taken.
- Ensure that details of concerns raised under this policy are sent in writing to the Chairperson; and
- Take appropriate steps to ensure that the employee's working environment and/or working relationship is/are not prejudiced by the fact of disclosure.

**Contacts**

Protect (Formally Public Concern at Work)  
 Whistleblowing Advice Line: 020 3117 2520  
 Protect Advice Line: [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)

Ofsted  
 Whistle-blower hotline: 0300 123 3155 (Monday to Friday from 8.00 am to 6.00 pm)  
 e-mail [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)  
 Write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

This policy was adopted by Hanslope Pre-school on 11<sup>th</sup> October 2021

Date to be reviewed 11<sup>th</sup> October 2022

Signed on behalf of Hanslope Pre-school .....

By DWatson Chairperson on 13/10/21