

12 Whistle blowing Policy

Policy statement

It is important to Woodstock Under Fives Association that any 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 in the early years setting or the way in which the early years setting 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, 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.

We recognise that if a member of staff, volunteer or student raises concerns about a wrong doing to Woodstock Under Fives Association management or to another organisation they are protected under the Public Interest Disclosure Act 1998. The Act applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- A criminal offence,
- The breach of legal obligation,
- A miscarriage of justice,
- A danger to the environment, or
- Deliberate covering up of information tending to show any of the above.

If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

Procedures

- Report any concerns to your line manager. If this is not possible, then report your concerns to a senior committee member.
- 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.
- 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.
- 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 early years setting's disciplinary procedure will be used, in addition to any appropriate external measures.

- 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 committee.
- If you feel unable report the matter to the manager or committee, or were worried about the behaviour of a senior member of staff use the Ofsted Whistleblower Hotline. The Ofsted Whistleblower Hotline is for reporting concerns about practices and procedures for the safeguarding of children and young people in local authority services. The hotline can be contacted on 0300 123 3155 (Monday to Friday 8.00am to 6.00pm). Please see the Ofsted website for further advice: www.ofsted.gov.uk

This policy was adopted by _____ *(name of provider)*

On _____ *(date)*

Date to be reviewed _____ *(date)*

Signed on behalf of the provider

Name of signatory

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