



General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Employment

Whistleblowing policy

Definition:

Whistleblowing is raising a concern about malpractice within an organisation.

Policy Statement

At Padbury Pre-school, we provide appropriately qualified staff to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. We value our staff as one of our greatest assets and will listen to and support our employees to ensure a consistently positive working and learning environment.

Protection:

We are, as 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 applies to all employees, cleaners, banked staff, volunteers and parent helpers. 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

Financial irregularity

where fun becomes learning!

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 formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within Padbury Pre-school, 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 pre-school leader 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 within 28 days.

If an employee or volunteer feels the matter cannot be discussed with the pre-school leader, he or she should contact **Barbara Foord** (Chair of Padbury Pre-school Committee) or **Claire McHenry** (Registration Secretary Padbury Pre-school Committee)

A disclosure in good faith to the pre-school leader or Chair or Registration Secretary 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.

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| This policy was adopted at a meeting of | Padbury Pre-school |
| Held on | <hr/> 2 nd October 2019 |
| Date to be reviewed | <hr/> October 2021 |
| Signed on behalf of the committee | <hr/> C.A.McHenry |
| Name of signatory | <hr/> Claire McHenry |
| Role of signatory | <hr/> Registration Secretary |