



Employment

Whistleblowing policy

Definition:

Whistleblowing is the name given to the act of the disclosure of information to the employer or the relevant authority by an individual who knows, or suspects, that an individual or the Organisation is responsible for or has taken part in some wrongdoing.

Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998 unless they have also been a part of the wrongdoing.

Policy Statement

At Padbury Pre-school, we provide an appropriate ratio of qualified staff to unqualified 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, bank 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:

- Committing a criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice

Where fun becomes learning!

Financial irregularity

Danger to health and safety of an individual

Environmental damage

Deliberate concealment of information about any of the above.

These acts can be in the past, present or future, so that, for example, a disclosure qualifies it it relates to environmental damage that has happened, is happening or is likely to happen. Padbury Pre-school will take any concerns that you may raise relating to the above matters very seriously.

The Employment Rights Act 1996 provides protection for workers who 'blow the whistle' where they reasonably believe that some form of illegibility, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be 'in the public interest'. We encourage you to use the procedure to raise any such concerns.

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.

Should the concern not meet the requirements to be a qualifying disclosure, you should raise this under the pre-schools grievance procedures as set out in the Grievance Policy.

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.

Following receipt of a disclosure made under this policy, an investigation meeting will be held. The purpose of the meeting is to gather as much information as possible from you regarding your concerns, including whether you have any supporting evidence or can identify any witnesses. This meeting will be held within 2 weeks following receipt of the disclosure.

After this meeting, the investigating manager will commence a full investigation into the concerns raised. The investigation will aim to gather all relevant information including relevant documentary evidence or witness statements.

Once the investigation is complete, the investigation manager will write to you confirming the outcome of the investigation.

If you are not satisfied with the outcome of the investigation or the explanation, you may raise the matter with **Jill Blakey**, Chair of Padbury Pre-school and a Director of Padbury Pre-school Limited.

If an employee or volunteer feels the matter cannot be discussed with the pre-school leader, he or she can contact **Claire McHenry**, Secretary, Treasurer and Director of Padbury Pre-school.

A disclosure in good faith to the pre-school leader or Secretary will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment because of raising any genuine concern about misconduct or malpractice within the organisation.

Formal Action

Should formal action be required as a result of any disclosure made under this policy, this action will be carried out in accordance with the appropriate internal policy.

Protection against detrimental treatment

Everyone who raises matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure.

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

This policy was adopted at a meeting of	Padbury Pre-school
Held on	7 th October 2025
Date to be reviewed	October 2028
Signed on behalf of the committee	<i>Claire McHenry</i>
Name of signatory	Mrs Claire McHenry
Role of signatory	Pre-School Secretary