

# WHISTLE-BLOWING POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

Please also see

- Safeguarding Children
- Mobile Phone and Social Media Policy
- Prevent Duty Policy
- GDPR

## Policy Statement

Whistle-blowing is raising a concern about malpractice within an organisation or setting. Our pre-school is committed to delivering a high quality service, promoting organisational accountability and maintaining public confidence. This policy provides individuals in the workplace with protection from victimisation or punishment when 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 the 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.

This policy and its procedures was adopted at a meeting between Mrs Terina Wilkinson, Room 1 Manager, and Mrs Sara Ward, Room 2 Manager on 26<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson  
Room 1 Manager

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And

Mrs Sara Ward  
Room 2 Manager

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