



# Yateley Community Pre-School

Registered Charity No. 298231

## 12 Whistle Blowing Policy and Procedure

### Definition

Whistle blowing is raising a concern about malpractice within an organization, it is primarily for concerns where the interests of others or the organization itself is at risk. Whistle blowing is very different from making a complaint.

### Statement of intent

Yateley Community Pre-school promotes and encourages good staff communication and any questions of bad practice should be dealt with satisfactorily long before the need for Whistle Blowing. Staff should feel they could raise questions about any areas of concern during regular supervisor or staff meetings so that practices can be revised and modified before they cause harm. However the responsibility for whistle blowing rests with a member of staff who is aware or has concerns regarding unacceptable practice even though 'whistle blowing' may cause ill feeling and create difficult and problematic situations. Any issues concerning area of bad practice must be dealt with in the early stages, hopefully preventing any escalation. Staff who ignore the early warnings may find themselves implicated in the bad practice.

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 organization, 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 supervisor and chairperson 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.

### Procedure

- Identify bad practice
- Are there any witnesses who will support you
- Record exactly what was witnessed
- Confide in someone objective and trustworthy e.g. supervisor, deputy or chairperson
- Get the support of colleagues
- Get the support of an independent organization e.g. Children's Links, PLA
- Use formal procedures for complaints
- Keep copies of all correspondence and relevant information
- Ask to be kept informed about any outcomes of the investigations
- If your complaint is ineffective within Yateley Community Pre-school then contact the Early Years Team in NE Hants office or OFSTED on 0300 123 1231 or email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) 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 organization.

- Free confidential advice can be sought from a Public Concern at Work adviser 020 7404 6609 or [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)

This policy was adopted at Yateley Community Pre-schools Meeting held on 24 <sup>th</sup> September 2018		
Signed on behalf of the management committee	Print name	Date
	Current Chair	24 <sup>th</sup> September 2018
Role of signatory (eg Chair...)	Chair	
Date to be reviewed	Yearly unless policies need changing before	