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| **Policy Statement** |
| **It is important to Little Birch Pre-School 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.****Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.** |

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| **Procedures** |
| * Any concerns must be reported to: Katie Meyer – **Pre-School Manager.**
* If this is not possible, then report your concerns to: Alex Fulton – **Committee Chairperson.**
* Further details on reporting concerns can be found on page 2 within this policy and procedure document.
* 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.
* You should be watchful and report any wrongdoing. Wrongdoing could include:
* abuse of a child or vulnerable person
* a child, parent, employee or volunteer being put at risk of harm
* unsafe working practices
* a failure to comply with statutory or legal obligations
* a criminal offence which has or is about to be committed
* the use of unsafe equipment
* falsification of financial records
* bribery and/or corruption which has taken or is about to take place
* covering up wrongdoing or malpractice

**Raising a Concern*** 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.

 Concerns will be dealt with in line with the following procedure:* Within ten working days of a concern being raised, you will be informed in writing:
* Acknowledgement that the concern has been received
* An indication as to how the management/committee will proceed to deal with the matter
* Supply you with information on staff support mechanisms
* Inform you as to whether any further investigation will take place and if not, why not
* Initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take. The incident will be investigated by the Pre-School Manager and/or Committee, and/or Ofsted.
* Advice may be sought/a referral may be made to the Local Authority Designated Office (LADO) Patrick Crawford: **01305 221122**
* All staff know that they can contact the [National Society for the Prevention of Cruelty to Children](https://en.wikipedia.org/wiki/National_Society_for_the_Prevention_of_Cruelty_to_Children) (NSPCC) whistleblowing helpline if they feel that our organisation and the local authority have not taken appropriate action to with regard to their whistleblowing report and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
* Contact details:

NSPCC Whistleblowing Helpline: **0800 028 0285**NSPCC Whistleblowing Helpline Email: **help@nspcc.org.uk*** Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.
* Contact details:

Public Concern at Work Whistleblowing Advice: **020 3117 2520*** Staff/volunteers know they can contact the Ofsted Whistleblowing Hotline for advice relating to whistleblowing dilemmas.
* Contact details:

Ofsted Whistleblowing Hotline: **0300 123 3155** (Monday to Friday 08:00am to 18:00pm) * You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
* Victimisation of an individual for raising a qualifying disclosure (something that it is in the public interest to disclose) 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.
* If you make a malicious, vexatious or false allegation then this will be considered a disciplinary offence and disciplinary action will be taken against you.
* 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 the Pre-School Manager, you should not agree to remain silent. In this event you should report the matter to the Committee Chairperson or report to one of the organisations listed in page 2 within this policy and procedure document.
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