Whistle Blowing Policy and Procedure

St Augustine of Canterbury preschool encourages and provides ways for staff, volunteers and parents to feel confident in reporting serious concerns about any aspects of the preschool, they will not be penalised for coming forward and their concerns will be investigated and a response provided. Employees are protected by The Public Interest Disclosure Act 1998.

**Definition of Whistle blowing**

Whistle blowing is reporting a serious concern about another member of staff or volunteer to a more senior member of staff. A serious concern might be:-

* A criminal offence
* Abuse or neglect of a child or children
* Bullying or victimisation of staff, volunteers or children
* Financial malpractice
* A health and safety risk
* Failure to deliver appropriate standard of care
* There may be other serious concerns, which do not fit into the above

**How to report a concern**

* Any parent, staff member of volunteer can report a concern
* Concerns must be reported in writing to the preschool manager
* If the concern is regarding the preschool manager or it is felt she/he is unlikely to take any action then the concern should be reported to the chair of the preschool committee.

**What happens next**

* All reported concerns will be investigated and recorded in writing
* The person to whom the concern has been reported to, will assess what action needs to be taken. This could be a review by the preschool manager or preschool chair, an internal enquiry involving the preschool management committee or more formal enquiry involving Ofsted and the police.
* In some cases, the concern may be better addressed under another policy or procedure e.g. Safeguarding, Disciplinary, Grievance, Equal opportunities or Health and safety.
* The person reporting the concern will be advised of the outcome as soon as possible, normally within two weeks of the date of their disclosure. Where a longer period is needed for investigation, they will be informed in writing.
* If the concern was investigated by the preschool manager and the person reporting the concern is not satisfied with the outcome, they should put their concerns in writing to the chairman of the preschool committee.
* If the concern was investigated by the chair of the committee and the person reporting the concern is not satisfied with the outcome, they should put their concerns in writing to another member of the management committee.
* If still not satisfied with the outcome, the person reporting the concern may inform Ofsted on their whistle blowing hotline-0300 123 3155 (Monday to Friday 8 am to 6 pm) or email; [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
* The preschool management committee will take advice from Law Call if felt appropriate.

**Confidentiality**

* Staff are encouraged not to report concerns anonymously as this makes them more difficult to investigate.
* Concerns raised will be dealt with confidentially wherever this is possible. If other organisations are involved it may not be possible to conceal the source of the information.

**Safeguarding**

* St Augustine of Canterbury preschool will not tolerate any harassment or victimisation and will take appropriate action to protect those who report a concern in good faith.
* No action will be taken against anyone who makes an allegation in good faith, reasonable believing it to be true, even if the allegation is not subsequently confirmed by the investigation.

This Policy was \*adopted/renewed at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­

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Signed on behalf of Pre-school Staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Policy will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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