



Whistle Blowing Policy

Introduction:

The official name for whistleblowing is 'making a disclosure in the public interest', however it is more commonly called 'blowing the whistle' or 'whistleblowing'. It means that if you believe there is wrongdoing in the workplace you can report this by following the correct processes, and your employment rights are protected.

Malpractice could be improper, illegal or negligent behaviour by anyone in the workplace.

Protection for blowing the whistle

You are protected as a whistle blower if you:

- Are an employee
- Believe that malpractice in the workplace is happening, has happened in the past or will happen in the future
- Are revealing information of the right type (a 'qualifying disclosure')
- Reveal it to the right person, and in the right way (making it a protected disclosure)

Qualifying disclosures:

To be protected as a whistle blower you need to make a 'qualifying disclosure' about malpractice. This could be a disclosure about:

- Criminal offences
- Failure to comply with legal obligations
- Miscarriage of justice
- Threats to an individual's health and safety
- Damage to the environment
- A deliberate attempt to cover up any of the above



Protected disclosures:

For your disclosure to be protected by the law you should make it to the right person and in the right way. You must:

- Make a disclosure with good faith (which means with honest intent and without malice)
- Reasonably believe that the information is substantially true
- Reasonably believe you are making the disclosure to the correct person

If you feel unable to make a disclosure to your employer, Andrea Morgan or manager, Donna Rix, then there are other 'prescribed people' you can make a disclosure to. If you are unsure, you should always get professional advice before going ahead. Anything you say to a legal adviser to get advice is automatically protected. (Please see Public Concern At Work website).

Once Upon A Time Nursery expects all staff to act professionally and in the best interests of children always.

In the event of any member of staff/volunteer/adult having concerns about the actions or behaviour of any person employed, working or volunteering within the setting, they must make their concerns known to the manager Donna Rix. Appropriate action will then be taken regarding those concerned.

As a childcare provider we recognize that the person reporting the concern is a witness not a complainant.

Confidentiality and anonymity will be maintained and respected unless any investigation and outcome is compromised by the circumstances and nature of the concern/incident such as in Child Protection issues.

As a childcare provider we will:

- Ensure a fair and thorough investigation of any issues
- Ensure investigations undertaken are recorded accurately and appropriately
- Work cooperatively with other organisations and professionals as necessary and appropriate to the concern or issue being investigated
- Take any necessary disciplinary action in line with employment law and our settings procedures, where staff have failed in their duty to act professionally

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and in the best interests of the children in their care.

Failure to report Child Protection concerns will result in disciplinary action being taken. Failure to report malpractice witnessed in the setting will also result in disciplinary action being taken.

Taking action and reporting concerns:

Concerning the actions of a member of staff/volunteer/visitor (excluding Manager) must be raised with the Manager. If having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, then it must be raised with and reported to the Registered Person (owner).

If this is not appropriate, then the CIW must be informed.

Concerns relating to the actions of the Manager must be raised with and reported to the Registered Person.

If having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately then it must be raised with and reported to CIW.