



Whistleblowing Policy

Policy Statement

The term "whistleblowing" refers to the internal or external disclosure by staff of malpractice, illegal acts or omissions at work. It is a route for very serious disclosures including:

- Physical or verbal ill treatment, of a child or an adult in the Pre-School
- A criminal offence
- Fraud
- Disregard of legislation, in particular of Health and Safety and code of conduct.
- Deliberate concealment of information about any of the above.

Procedure

- Little Den Preschool is committed to delivering the highest standards of openness, honesty and accountability, and we encourage employees and others to raise serious concerns about misconduct or malpractice within the setting.
- Employees have the right and individual responsibility to raise any matters of concern, and are responsible for the well being of all children within the setting as a priority over loyalty towards colleagues.
- We will not tolerate any harassment or victimisation of a whistleblower.
- Little Den's policy is to nurture a culture of openness and transparency within the setting allowing employees/volunteers to raise, in good faith, any concerns they may have about misconduct or malpractice. The setting has other policies and procedures covering discipline, grievance and complaints to cover other concerns.
- Any concerns should be raised with the Supervisor. However this may not always be appropriate, in which case concerns should be raised with the Management Committee.
- Any disclosures will be treated in a confidential and sensitive manner.
- Any concerns will be investigated, and the whistleblower will be informed of what action is being taken, kept up to date on the progress and notified of the outcome of any investigation.
- Confidentiality will be maintained wherever possible and the employee/volunteer will not suffer any personal detriment as a result of raising a genuine concern regarding misconduct or malpractice.
- The manager is responsible for ensuring that cases are thoroughly investigated and will act as a point of contact for staff who have concerns.
- We will ensure that our Equal Opportunities in employment, Grievance and Complaints policies and procedures are adhered to. This policy is underpinned by the Public Interest Disclosure Act 1998.
- If the outcome of an investigation is thought to be unsatisfactory or it is felt that the matter cannot be discussed with the manager, concerns can be raised with Services for Young Children on 01962 876364. The Local Authority Designated Officers



Little Den Preschool

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(LADOs) are Mark Blackwell mark.blackwell@hants.gov.uk and Barbara Piddington barbara.piddington@hants.gov.uk

Contacts

- Services for Young Children 01962 876364 child.protection@hants.gov.uk
- Hantsdirect (Children’s Reception Team) 0300 555 1384/ Out of Hours 0300 555 1373
- Children’s Social Care Professional Helpline 01329 225379 child.protection@hants.gov.uk
- Ofsted 0300 123 1231

This policy was adopted at the meeting of the Management Committee held on:

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Signed on behalf of the Little Den Pre School Playgroup:

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Print Name:

..... **Position: CHAIRPERSON**