



Whistleblowing Policy

Policy statement

Our settings policy and procedure for dealing with concerns raised by employees.

As employees are often the first to realise that there may be something wrong within the setting, it is important that they feel able to express their concerns without fear of harassment or victimisation. Otherwise they may find it easier to ignore the concern rather than report it. The Public Interest Disclosure Act (in force since January 1999) recognises this fact and is designed to protect employees, who make certain disclosures of information in ‘the public interest’, from detriment and/or dismissal. This policy builds on the provisions of the Act (1999).

Our setting is committed to the highest possible standard of operation, probity and accountability. In line with that commitment, employees and others with serious concerns about any aspect of the setting’s work are encouraged to come forward and voice those concerns. This policy document makes it clear that employees can do so without fear of reprisals; it is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or blowing the whistle outside in an inappropriate way. It is recognised that some cases may have to proceed on a confidential basis.

Procedures

- Provide avenues for employees to raise concerns internally as a matter of course, and receive feedback on any action taken;
- Provide for matters to be dealt with quickly and appropriately; and ensure that concerns are taken seriously;
- Reassure employees that they will be protected from reprisals or victimisation for whistle-blowing in good faith;
- Allow employees to take the matter further if they are dissatisfied with our settings Committee’s response.

This policy describes how any Preschool employee can raise any concerns s/he may have about working practices and who should be informed about the concerns. It may be that issues raised via this policy will be addressed via other procedures, e.g. anti-fraud and corruption, grievance, disciplinary, harassment and child protection procedures.

Concerns which fall within the scope of the Whistleblowing procedure may be about something that is unlawful; or is against the our settings policies; or falls below established standard or practice; or amounts to improper conduct.

Before initiating the procedure employees should consider the following:

- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all employees;
- Employees should use line managers or team meetings and other opportunities to raise questions and seek clarification on issues which are of day-to-day concern;
- Whilst it can be difficult to raise concerns about the practice or behaviour of a colleague, employees must act to prevent an escalation of the problem and to prevent themselves being potentially implicated.

All employees have the right to raise concerns which could be about the actions of other employees, private contractors, our settings committee members or volunteers. Concerns raised by employees about their own conditions of service should be addressed via our settings Leader and Chairperson.

Safeguards

Harassment or Victimisation

Our settings recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the malpractice. Our setting will not tolerate harassment or victimisation and will take action to protect employees when they raise a concern in good faith.

This does not mean that if an employee is already the subject of internal procedures such as disciplinary or redundancy, that those procedures will be halted as a result of that employee raising a concern under the Whistleblowing Policy.

Confidentiality

Our setting will do its best to protect an employee's identity if confidentiality is requested. However, it must be understood that should the concern raised need to be addressed through another procedure, e.g. disciplinary procedures, the employee may be asked to provide a signed statement as part of the evidence, thus revealing identity. Failure to provide such a statement may mean that further action cannot be taken by our setting to address the concern and in some circumstances, our setting may have to disclose the identity of the employee without their consent, although this will be discussed with the employee first.

Anonymous Allegations

Employees are encouraged to put their name to an allegation. Allegations expressed anonymously are much less powerful and more difficult to address, but they will be considered at the discretion of the Puffins Preschool. In exercising the discretion, the factors to be taken into account would include:

- The seriousness of the issues raised;

- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

Untrue Allegations

If an employee makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against that employee. If, however, there is clear evidence that an employee has made malicious or vexatious allegations, disciplinary action may be taken against that employee.

Unfounded Allegations

Following investigation, allegations may be confirmed as unfounded. This outcome will be notified to the employee who raised the concern, who will be informed that our settings deems the matter to be concluded and that it should not be raised again unless new evidence becomes available.

Support to Employees

It is recognised that raising concerns can be difficult and stressful. Advice and support will be made available, as appropriate, to both the employee(s) raising the concerns and the employee(s) subject to investigation.

How to Raise a Concern

As a first step, an employee should normally raise concerns with our settings Leader or Chairperson. This depends, however, on the seriousness and sensitivity of the issues and who is involved. For example, if an employee believes that their immediate manager or their manager's superior is involved, s/he should approach the Chairperson. Employees can by-pass the direct management line and the Chairperson if s/he feels the overall management and our setting is engaged in an improper course of action. In this case please refer to section below.

Concerns are better raised in writing. The employee should set out the background and history of the concerns, giving names, dates and places where possible, and the reasons why s/he is particularly concerned about the situation. If an employee does not feel able to put the concern in writing, s/he should telephone or meet the appropriate person. It is important that, however the concern is raised, the employee makes it clear that s/he is raising the issue via the whistle-blowing procedure.

The earlier an employee expresses the concern, the easier it is to take action.

Although an employee is not expected to prove the truth of an allegation, s/he will need to demonstrate to the person contacted that there are sufficient grounds for the concern.

The Role of the Preschool Leader and/or Chairperson

The Preschool Leader or Chairperson may be informed by an employee about concern(s) and that s/he is "blowing the whistle" within the procedure in person; or in writing or over the phone.

The Preschool Leader or Chairperson should respond immediately by arranging to meet with the employee to discuss the concern(s) as soon as possible.

Stage One:

At the initial meeting the Preschool Leader or Chairperson should establish that:

- There is genuine cause and sufficient grounds for the concern; and
- The concern has been appropriately raised via the Whistle-blowing Policy.

The Preschool Leader or Chairperson should ask the employee, to put their concern(s) in writing, if s/he has not already done so. Preschool Leader or Chairperson should make notes of the discussions with the employee. The employee's letter and/or Preschool Leader or Chairperson's notes should make it clear that the employee is raising the issue via the Whistleblowing procedure and provide:

- The background and history of the concerns; and
- Names, dates and places (where possible); and
- The reasons why the employee is particularly concerned about the situation.

The employee should be asked to date and sign their letter and/or the notes of any discussion. The Preschool Leader or Chairperson should positively encourage the employee to do this, as a concern expressed anonymously is much less powerful and much more difficult to address, especially if the letter/notes become evidence in other proceedings, e.g. an internal disciplinary hearing.

The Preschool Leader or Chairperson should follow the policy as set out above and in particular explain to the employee:

- What steps s/he intends to take to address the concern;
- How s/he will communicate with the employee during and at the end of the process; and
- That a written response will be sent out within ten working days.
- That their identity will be protected as far as possible, but should the investigation into the concern require the employee to be named as the source of the information, that this will be discussed with the employee before their name is disclosed;
- That the our setting will do all that it can to protect the employee from discrimination and/or victimisation;
- That the matter will be taken seriously and investigated immediately;
- And that if the employee's concern, though raised in good faith, is not confirmed by the investigation, no punitive action will be taken against them.

The Preschool Leader or Chairperson should explain to the employee, as a matter of fact, that:

- If clear evidence is uncovered during the investigation that s/he has made a malicious or vexatious allegation, disciplinary action may be taken against them; and
- The investigation may confirm their allegations to be unfounded in which case the Playgroup Leader or Chairperson will deem the matter to be concluded and s/he will be expected not to raise the concern again, unless new evidence becomes available.

Stage Two:

Following the initial meeting with the employee, the Preschool Leader or Chairperson should consult with our settings Committee to determine whether an investigation is appropriate and, if so, what form it should take. A record should be made of the decisions and/or agreed actions.

It may be necessary, with anonymous allegations, to consider whether it is possible to take any further action. When making this decision, the Preschool Leader or Chairperson should take the following factors into account:

- The seriousness of the issue(s) raised;
- The credibility of the concern(s); and
- The likelihood of confirming the allegation(s) from attributable sources.

In some cases, it may be possible to resolve the concern(s) simply, by agreed action or an explanation regarding the concern(s), without the need for further investigation. However, depending on the nature of the concern(s) it may be necessary for the concern(s) to:

- Be investigated internally;
- Be referred to the police;
- Be referred to an external auditor;
- Form the subject of an independent inquiry.

The Preschool Leader or Chairperson should have a working knowledge and understanding of other our settings policies and Procedures to ensure that concerns raised by employees are addressed via the appropriate procedure/process.

Stage Three

Within ten working days of a concern being received, the Preschool Leader or Chairperson receiving the concern must write to the employee:

- Acknowledging that the concern has been received;
- Indicating how they propose to deal with the matter;
- Giving an estimate of how long it will take to provide a final response; and/or
- Telling the employee whether any initial enquiries have been made; and
Telling the employee whether further investigations will take place, and if not why not; and/or
- Letting the employee know when s/he will receive further details if the situation is not yet resolved; and

- Providing the employee with details of whom to contact should s/he be dissatisfied with this response.

Raising Concerns outside our setting

The whistle-blowing policy is intended to provide employees with a procedure for raising concerns and resolving these within our setting. If an employee is not satisfied with our settings response, the Preschool Leader or Chairperson should ensure that s/he is made aware with whom s/he may raise the matter externally:

- 'Public Concern at Work' <http://www.pcaw.co.uk> (Public Concern at Work is a registered charity that employees can contact for advice to assist them in raising concerns about poor practice at work. The charity also provides advice to employers as to the possible ways to address these concerns)
- a senior LA officer ;
- an external LA Auditor;
- relevant professional bodies or regulatory organisations;
- a solicitor;

The Preschool Leader or Chairperson should stress to the employee that if s/he chooses to take a concern outside the School, it is the employee's responsibility to ensure that confidential information is not disclosed, i.e. confidential information, in whatever format, is not handed over to a third party.

This policy was adopted by

Puffins Preschool

On

September 2019

Date to be reviewed

September 2020

Signed on behalf of the provider

V Meadows

Name of signatory

Vanessa Meadows

Role of signatory

Manager