

## **General Welfare Requirement: Safeguarding and Promoting Children's Welfare.**

The provider must take necessary steps to safeguard and promote the welfare of children.



## **1.7 Whistle Blowing Policy**

### **Policy statement**

Whistle blowing encourages and enables employees to raise serious concerns within Rainbow Pre-school rather than overlooking a problem or “blowing the whistle” outside. Rainbow Pre-school is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees and others that we deal with who have serious concerns about any aspect of our work to come forward and voice their concerns. Rainbow Pre-school also wishes to encourage employees to feel confident in raising serious concerns and to question and act upon concerns and practice.

*By using this policy we aim to:*

- *Provide avenues for relevant parties to raise concerns in confidence and receive feedback on any action taken.*
- *Ensure that they receive a response to their concerns and that if they are aware of how to pursue them if they are not satisfied.*
- *Reassure them that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith.*

### **Procedures**

*What concerns are covered?*

The procedure is intended to supplement, rather than replace, the existing Complaints, Disciplinary and Grievance Procedures and should not be used inappropriately. Concerns or allegations which fall within the scope of specific procedures, e.g. Child Protection, will normally be referred under its own procedures. This policy is intended to cover serious concerns that fall outside the scope of other procedures and may relate to something which:

- *Is against Financial Regulations and policies*
- *Falls below established standards of practice*
- *Amounts to improper conduct, including something that is believed to be:*

*Against the law*

*A Health & Safety risk*

*Damaging to the environment*

*A misuse of money*

*Corruption or unethical conduct*

## *Abuse of clients or service users*

### *Who can an employee raise a concern with and how?*

As a first step, any concerns should be raised either verbally or in writing with the Pre-school Leader. This may depend, however, on the seriousness and sensitivity of the issues involved, who is suspected of malpractice, e.g. if it is believed that management is involved then the committee chair should be approached.

### *How will the concern be dealt with?*

The person who receives the initial concern will make initial enquiries to determine whether the concern raised needs further investigation. Such initial enquiries should be dealt with promptly, thoroughly, impartially and confidentially, in accordance with the Procedure.

The management committee will acknowledge the concern in writing, within 10 days, and give an indication of how the concern will/or has been dealt with. If it has not been dealt with then an indication of how long the procedure will take needs to be included.

### *Initial Enquiries*

As part of the initial enquiries the member of the management committee may meet with the employee to gather further information or clarify certain details. Employees are expected to co-operate fully with the investigation and disclose all relevant information, then the management committee should approach them and try to persuade them to share their concerns.

### *Possible outcome of initial enquiries*

Depending on the nature of the concern, and the evidence found, possible outcomes include:

- Unable to investigate due to anonymous report and not enough information to proceed
- If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the person who made the disclosure. If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken against the informant.
- Where there is believed to be grounds for concern then further investigation will be carried out.

### *Further investigations*

Dependent on the nature of the concern e.g. suspected fraud, theft, serious malpractice etc., the management committee may investigate further.

Rainbow Pre-school has in place a complaints procedure for further guidance as to what procedures to follow. This policy does NOT replace the complaints procedure.

Rainbow Pre-school will respond to any concerns using the guidelines within this policy and the complaints policy and procedure. Rainbow hopes this will satisfy the relevant parties especially with regard to any action taken. If this does not answer the concerns, and it is felt that it is right to take the matter further the following are possible contact points:

Public Concern at Work (tel: 02074046609) a registered charity whose services are free and strictly confidential.

Ofsted – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Your local Citizens Advice Bureau

The police

If the matter is taken outside of Rainbow Pre-school, it should be ensured that no confidential information is disclosed. Please check our confidentiality policy for guidance.