

22. Whistle Blowing Policy

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Apr 2012	First adopted	Cttee	Dropbox.com Website	
V2.0	Oct 2015	Reviewed & updated	K Jones	Dropbox.com Website	Oct 2016
V3.0	Sept 2017	Reviewed, updated & version controlled	K Coupe & A Hall	Dropbox.com Website	2019/20
V4.0	Dec 2020	Reviewed & updated	E Roberts	Dropbox.com Website	Dec 2022

Statement of Intent

At North Nibley Pre-school it is important that any fraud, misconduct or wrong doing by employees, volunteers or people engaged in the organisation's business, is reported and properly dealt with. We encourage all individuals to raise any concerns they have about the conduct of others in the setting, or how the setting is run. We realise that effective and honest communication is essential for malpractice to be efficiently dealt with.

Whistle blowing relates to all those who work with or within the setting, it gives individuals an opportunity to raise in confidence any issues or concerns they may have that relates to the organisation, it is not a grievance. If the issue of concern affects your own personal circumstances then the setting's grievance procedures should be followed.

Definition

Whistle blowing is raising a concern about malpractice within an organisation.

Aim

This policy aims to provide individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour which amounts to:

- A criminal offence;
- failure to comply with any legal obligation;
- a miscarriage of justice;
- danger to health and safety of an individual and/or environment; and
- deliberate concealment of information about any of the above.

Procedures

- Reports should be passed on to your line manager, or if you are unable to then it needs to be reported to the Chairperson. If you are unable to report it to the Chairperson, reports should be made to another member of the Committee and/or The Early Years Team at Gloucestershire County Council¹.

¹ Tel No: 01452 427224, email: eyservice@gloucestershire.gov.uk

- It is the responsibility of all staff to report any illegal, inappropriate or unethical conduct.
- All reports will be fully investigated and you will be informed of the outcome. Confidentiality will be observed.
- Whistle blowing will not lead to victimisation or affect any future promotions.
- Any victimisation will be dealt with through disciplinary procedures.
- If misconduct is uncovered through an investigation, disciplinary procedures will be followed.
- If a report is found to be a malicious or false allegation, disciplinary procedures will be taken against the whistle blower.
- If asked to cover up a wrongdoing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a manager. This should be reported to a more senior manager, or The Early Years Team at Gloucestershire County Council.