

WHISTLE BLOWING POLICY

Our pre-school is committed to quality, openness and accountability. As part of that commitment we encourage staff and others with serious concerns about any aspects of the group to come forward and express those concerns. It is recognised that staff and others will need to come forward on a confidential basis and that this can be done without fear of reprisal or victimisation.

RESPONSIBILITIES

The pre-school will ensure employees understand the following problems and the effects they could have on the group.

- Fraud, Theft, Malpractice
- Abuse, Neglect
- Failure to provide a good standard of work
- Damaging personal conflicts
- Bullying, Harassment or Victimisation in the workplace

If the Pre-School finds a problem it will always be dealt with seriously. Fraud and abuse if necessary will be reported to the Police and taken through the courts.

WHISTLE BLOWING

We understand it is never easy to report a concern. We will encourage staff to come forward with any concerns at an early stage before problems can develop into something more serious. If preferred a member of staff can come forward with a colleague or representative. The group will support concerned employees and protect them from reprisals or victimisation and know that their employment will not be affected, even if their concerns turn out not to be justified. The pre-school will respect the employee's confidentiality. If a member of staff is prevented from coming forward to express a concern or victimises a staff member, this will be treated as a disciplinary offence.

WHO TO CONTACT

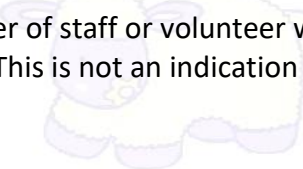
In most cases staff should approach the lead Practitioner.

We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate: (James McMillan Direct 02030455543 mobile 07950562936, access can also be found through front door team if James unavailable 02030455440)

We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.

☒ We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.

☒ Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged



incident has taken place, but is to protect the staff, as well as children and families throughout the process.

DEALING WITH CONCERNS

- All concerns will be investigated thoroughly
- Any concerns an employee has expressed about potential repercussions will be respected
- The employee will be informed of the results of the investigation and any actions to be taken, however respect of confidentiality to other employees will be shown
- If an employee deliberately raised unfounded allegations or contacts an external agency without raising the issue with appropriate senior staff, this will be treated as a disciplinary matter

But no one who comes forward in good faith within the terms of the policy has anything to fear.

This policy was adopted at a meeting of Little Lambs Pre-School

Held on.....

Date to be reviewed.....

Name of signatory.....

Role of signatory.....