

Chieveley Pre-School

Chieveley Early Years Centre, School Road

Chieveley, West Berkshire RG20 8TY

Tel: 07511 098 720

E-mail info@chieveleypreschool.co.uk

Website www.chieveleypreschool.co.uk

Registered Charity No.1048094. PLA No.15843.



Whistle Blowing Policy

Reporting illegal and improper conduct

Procedure and guidance for Staff, Committee, Parents and any member of the public.

Examples of illegal and/or improper conduct

- Abuse of children or other employees
- Wrongdoing or dangerous practices at work
- Fraudulent or improper use of the pre-school's money or assets

Summary of the policy

Chieveley Pre-School (CPS) aims to have a stimulating and team building environment for all staff and committee alike. We hope that in many cases you will be able to raise any concerns with the contacts listed at the end of this policy, in writing or in person. They may be able to agree a way of resolving your concern quickly and effectively. Please also refer to Making a Complaint Policy.

- If a situation arises in CPS where an individual (this could be a member of staff, committee member or student) thinks that another member of staff or committee member has acted in a way that has been a breach of their professional conduct, e.g. if a member of staff acts in a unacceptable manner towards an individual child, parent or member of staff, then it is that individual's duty to report the matter immediately to the Manager of CPS.
- If the complaint is about the Manager of CPS, then the complaint should be brought to the Chair of the committee's attention immediately.
- If the complaint is about a member of the committee, the matter must be brought to the attention of the Chair of the committee.
- If the complaint is about the Chair of the committee, the matter should be brought to the attention of the Treasurer of the committee.

Introduction

CPS expects the highest standards of conduct from all employees and committee members and will treat seriously any concern that an employee, committee member, parent or member of the public may have about illegal or improper conduct within the CPS.

Employees, committee members, parents and members of the public will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the contacts

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listed below, any serious impropriety or breach of procedure.

What is the purpose of the procedure?

The procedure is designed to enable employees, committee members, parents and members of the public to notify the contacts listed below, of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the good reputation of CPS and to maintain public confidence. It is a procedure in which the contacts listed below, will be expected to act quickly and constructively in the investigation of any concerns in accordance with the Disciplinary and Capability Procedure and Making a Complaint policy. Concern about a staff member's professional capability should not be dealt with using this procedure.

When should it be used?

- This procedure is not designed to replace or be used as an alternative to the Grievance Procedure Concerning an Employee, which should be used where an employee is only aggrieved about his or her own situation.
- Employees who are worried about wrong doing at work do not necessarily have a personal grievance.
- Employees, committee members, parents or members of the public must act in good faith and must have reasonable grounds for believing the information is accurate.
- No employees, committee members, parents or members of the public who use this procedure in good faith will be penalised for doing so. The pre-school does not tolerate harassment and/or victimisation of any person raising a concern.
- An employee, committee member, parent or member of the public who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact the Public Concern at Work charity or the Contacts listed below.

Mechanism for raising a concern

- In the first instance concerns should be reported in person or in writing to the Manager of CPS, or Committee Chair or Treasurer, depending on the nature of the concern. They will arrange with you a meeting to discuss the concern. You may bring another person independent of the issue to that meeting. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.
- The Manager/Chair/Treasurer will take down a written summary of your concern and the meeting and provide you with a copy to sign and date, and will aim to give you an indication of how they propose to deal with the matter.

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- If you have reported a concern to one of the contacts listed at the end of this policy, but believe they have failed to take appropriate action you should bring it to the attention of Ofsted – see Making a Complaint policy.
- Depending on the nature of the concern the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will therefore be helpful to note down any facts and dates as they happen.
- CPS hopes that you will feel able to voice whistle blowing concerns openly under this policy. However if you want to raise your concern confidentially, they will make every effort to keep your identity secret, provided the nature of the complaint allows. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.
- CPS does not encourage you to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible. Whistleblowers who are concerned about possible reprisals if their identity is revealed should come forward to one of the contacts listed below and appropriate measures can then be taken to preserve confidentiality.
- You should treat any information about the investigation as confidential.
- If you are in any doubt, you can seek advice from **Public Concern at Work**, the independent whistleblowing charity, who offer a confidential helpline (contact details at end of policy)
- The earlier and more open the expression of concern, the easier it will be to take the appropriate action.
- Each case will be investigated thoroughly with the aim of informing the complainant of the outcome as quickly as possible.
- If we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower will be subject to disciplinary action.

External Disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

People you can contact:

Preschool Manager, Committee Treasurer, Committee Chair

Public Concern at Work charity: <http://www.pcaw.org.uk> or call 020 7404 6609

Ofsted - Tel **0300 123 1231**

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This policy was reviewed by the management and committee of Chieveley Pre-School and adopted during 2022-2023

Signed on behalf of Chieveley Pre-School by the chair.

Name (Sign):

Date: 05.09.22.

A handwritten signature in blue ink, appearing to be 'Nicola Charles', written over a horizontal line.

Name (Print): Nicola Charles

Date: 05.09.22.