



Safeguarding Children

Whistle Blowing Policy

Summary

The setting recognises the importance of providing an environment where staff, students and volunteers know how to report any genuine major concerns about the conduct of any of their colleagues without fear of victimisation, subsequent discrimination or disadvantage.

What the policy is about

This Policy is intended to cover major concerns that fall outside the scope of other policies/procedures. These include:

- Inappropriate behaviour to staff and children
- Possible fraud and corruption
- The unauthorised use of funds
- Conduct which is a criminal offence or a breach of law
- Other unethical conduct

How does the policy work?

Any concern made to the Managers or the Trustees of the setting will be treated in confidence and every effort will be made not to reveal your identity if the complainant so wishes. However, it has to be recognised that certain circumstances may dictate that the complainant may have to be revealed to the person being complained about during an investigation or at an appropriate time, the complainant may need to come forward as a witness. This policy encourages the complainant to disclose their identity where possible. The setting will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect the complainant when a concern is raised in good faith.

As a first step, concerns should be raised with the Managers, however if the complainant believes a Manager is involved, the complainant can contact the Chairperson directly or speak to the alternative Manager. Concerns may be raised verbally initially, but should always be confirmed in writing.

Scalliwags Pre-School CIO

St Andrew's Youth Hall, St Andrews Recreation Ground, Paddock Wood, Kent, TN12 6HT

Telephone: 01892 835980 E-mail: scalliwagsps@gmail.com

Registered Charity No. 1179340, Ofsted Registration No. 2515454



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On receipt of a written concern about a colleagues' conduct the Trustees will write to the complainant within 10 working days:

- Acknowledging that the concern has been raised
- Indicating how the setting propose to deal with the matter
- Giving an estimate of how long it will take to provide a final response
- Telling the complainant whether initial enquiries have been made
- Supplying the complainant with information on staff support mechanisms
- Telling the complainant whether further investigations will take place and if not, why

Some concerns may be resolved by agreed action without the need for investigation.

If an investigation is required, where appropriate the concerns raised may:

- Be investigated by the Managers or Trustees or an external investigator
- Be referred to the Police
- Form the subject of an independent inquiry, for example, through the Area Children's Safeguarding Officer

It is expected that the complainant does not discuss the complaint with other colleagues and treats the matter as confidential. However, the complainant may wish to invite a Trade Union representative, professional association representative or a friend to be present during any meetings or interviews in connection with the concerns raised. Anyone who assists the complainant will need to respect the confidentiality of the investigation.

A record will be maintained of the concerns raised and the outcomes will be reported to the Committee (but in a form which does not endanger the complainant's confidentiality).

Untrue allegations

If a member of staff, student or volunteer makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

How the matter can be taken further

If the complainant is not satisfied with any action taken and feels it is right to take the matter outside the setting, the following are possible contact points:

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- Ofsted Whistle Blowing Team on: 0300 123 3155 or whistleblowing@ofsted.gov.uk
- Your Trade Union
- Your local Citizen's Advice Bureau
- Relevant professional bodies or regulatory organisations
- The Police

If the complainant does take the matter outside of the setting, the complainant should ensure that you do not disclose confidential information.

This policy was adopted at a meeting of

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the management
Committee

Name of signatory

Role of signatory

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