

#### **10.14 Whistle Blowing Policy**

**Definition:** Whistle blowing is raising a concern about malpractice within an organisation or through an independent structure associated with it (UK Committee on Standards in Public Life).

**Protection:** As a member of the Early Years Alliance, Roman River Pre-School is committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

This policy provides 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
- Deliberate concealment of information about any of the above

It is not intended that this policy be a substitute for, or an alternative to the group's formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Employees and volunteers are entitled to expect fair and reasonable treatment from their employer and colleagues. This group has in place formal procedures that paid or unpaid staff can use if they feel they have been unfairly treated or discriminated against. Employees and volunteers can seek advice from a Trade Union, a lawyer, or other as they see fit.

This group accepts that there may be rare occasions in the organisation when situations arise which are illegal, improper or unethical, or which are otherwise in conflict with our codes of practice. The group is committed to providing paid and unpaid staff with an effective mechanism for dealing with such situations.

Any employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to their Supervisor or Pre-School Manager who will advise the employee or volunteer of the action he or she will take in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with their Supervisor or Pre-School Manager, he or she should report it to the Chairperson of the Committee. The Chairperson will decide, in consultation where necessary with EYA and/or Ofsted, what action is to be taken. This may include whether the issue raised can be dealt with through the group's own Grievance Procedure.

**Roman River Preschool Fingringhoe Village Hall Chapel Road Colchester CO5 7BH**

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A disclosure in good faith to the Supervisor, Pre-School Manager or Chairperson will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising a genuine concern about misconduct or malpractice within the organisation.

**Notes to the policy:** The Public Disclosure Act 1998 came into force in July 1999. The Act encourages people to raise concerns about malpractice in the workplace without fear of dismissal or victimisation, and helps to prevent cover up of serious malpractice.

**Malpractice:** applies to people at work raising genuine concerns about crime, civil offences (including negligence, breach of contract, breach of administration law), miscarriage of justice, danger to health and safety or the environment and the cover up of any of these. It applies whether or not the information is confidential.

In addition to the employees, the policy applies to relief staff, trainees and student placements, and unpaid workers.

There are no restrictions under employment law on minimum length of service and age.

Under the Act, employees may seek legal advice on any concerns they have about malpractice.

The Act does not presently cover volunteers.

This policy was adopted by	Roman River Pre-school	name of provider
On	<hr/> 03/06/2019	(date)
Date to be reviewed	<hr/> June 2020	(date)
Signed on behalf of the provider	<hr/>	
Name of signatory	<hr/> Carley Oldfield	
Role of signatory (e.g. chair, director or owner)	<hr/> Committee Chair	
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