



## **WHISTLEBLOWING POLICY**

### **Statement of Intent**

It is important to Threemilestone Pre-School that any fraud, misconduct or wrongdoing by employees or people engaged in the organisation's business, is reported and properly dealt with. Threemilestone Pre-School therefore encourages all individuals to raise any concerns that may have about the conduct of others in the Early Years setting or the way in which the Early Years setting is run.

### **Aim**

Threemilestone Pre-School recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success is ensured.

Whistleblowing relates to all those who work with or within Threemilestone Pre-School who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the organisation such as health and safety risks, fraud, corruption, deficiencies in the care of children, cover-ups and other problems.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation then you should use the procedure outlined below.

### **Methods**

- Report any concerns to your line manager. If it is not possible then report your concerns to a more senior manager/the Trustees/OFTED.
- All employees and those involved with Threemilestone Pre-School should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising the matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under the procedure, Threemilestone Pre-School's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to a Trustee of Threemilestone Preschool CIO.

**This policy was adopted at a meeting of Threemilestone Preschool CIO**

**Held on 2nd May 2018**

Signed for and behalf of the pre-school

Trustee ..... (Sarah Wallis)  
Threemilestone Preschool CIO