

# TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

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Registered charity no.295055

## WHISTLEBLOWING POLICY

### **Definition:**

Whistleblowing is when one colleague reports another for an alleged wrongdoing / malpractice within an organisation.

### **Protection:**

Turvey Pre-School is an organisation committed to delivering a high-quality educational 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 Pre-school'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.

If an employee or Volunteer witnesses' behaviour, wrongdoing or malpractice, they have the right and responsibility to report the concern. This is reinforced during weekly meeting and inductions to all staff and volunteers.

Turvey Pre-school ensures that staff feel able to raise concerns as necessary and the leader / DSL promotes openness amongst the team.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

The disclosure can be made verbally or in writing. Evidence is not required to make the disclosure. The disclosure can be reported anonymously, but if it should lead to an investigation it would be extremely helpful if those investigating to be able to contact the person who has reported the incident/s.

If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact the Committee Chair, **Madeleine Anderton 07732 813583, OFSTED on 0300 123 3155**, for advice on what steps to follow.

In the case of safeguarding concerns involving an employee or volunteer, and the person feels they can not speak with Leader / DSL or Chair, the matter should be reported to the Local Authority Designated Officer (LADO) with 1 working day **on 01234 276693**. [lado@bedford.gov.uk](mailto:lado@bedford.gov.uk)  
The LADO will then provide guidance and lead the investigation.

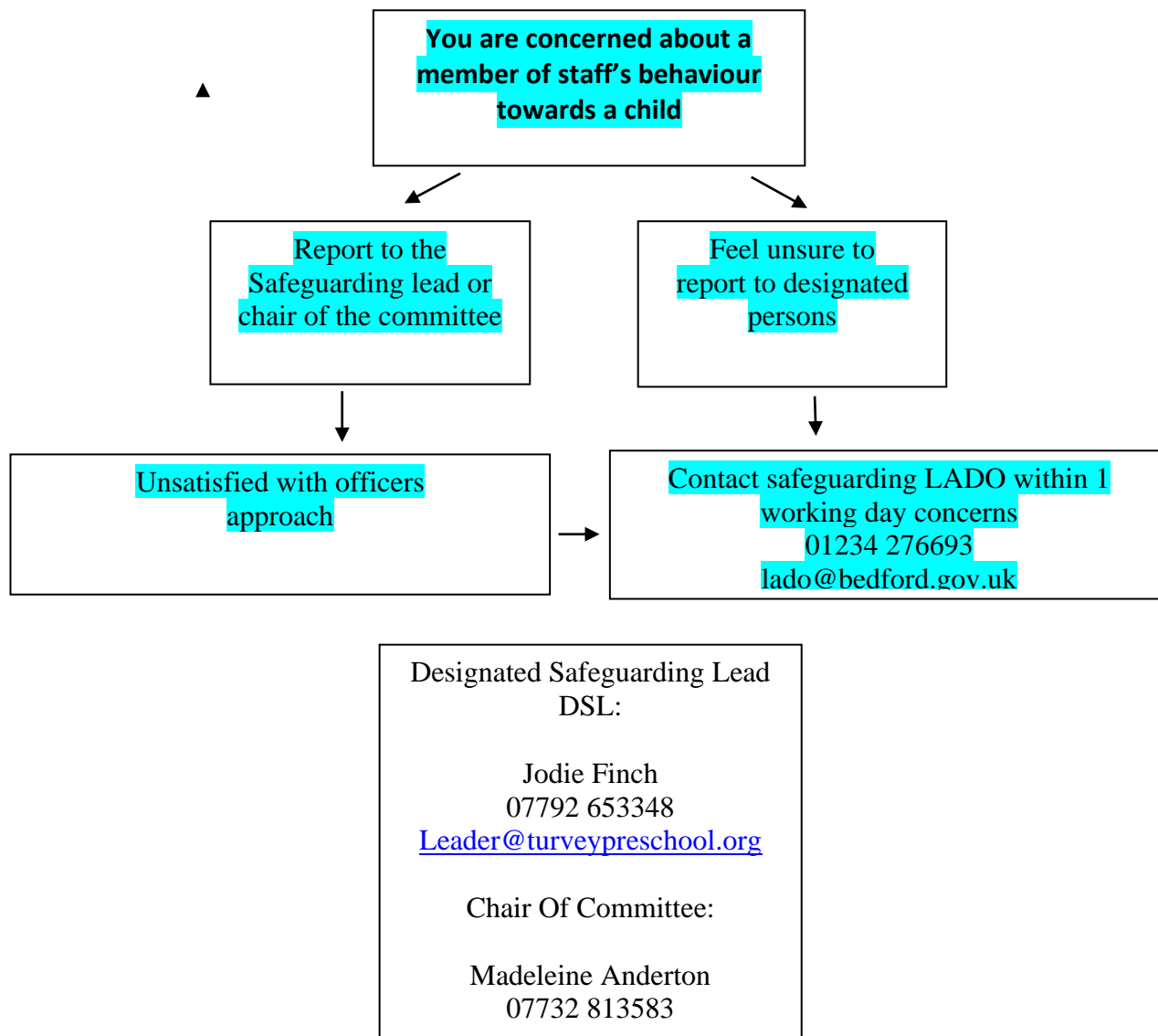
A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible, and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

What happens if I am treated unfairly following a disclosure?

The Public Interest Disclosure Act (1998) protects whistleblowers from negative treatment or unfair dismissal. If you feel you have been treated unfairly following a disclosure, you may choose to speak to the NSPCC on The Whistleblowing Advice Line 0800 028 0285 or to Protect, a UK-based charity dedicated to whistleblowing cases, on 020 3117 2520

## Do you have a concern for a child in your Care?

### Concerns regarding staff, carers and volunteers working with children



I undertake to follow this policy and understand that not doing so may lead to disciplinary action.