Scarning Pre School

Whistle Blowing Policy

Whistleblowing is the name given to describe the disclosure of information to the employer or the relevant authority by an individual who knows, or suspects, that the Pre School or an individual working at the preschool is responsible for or taken part in some wrongdoing or if dangers are identified at work. We believe that anyone who raises any concern about work that they believe to be true should be treated with respect and should not suffer as a result. The acts being reported can be in the past, present or future.

Those making qualifying disclosures are protected against dismissal or detriment by The Public Interest Disclosure Act 1998.

Qualifying Disclosures.

Scarning Pre School will take any concerns that you may raise relating to the matters below very seriously.

Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Pre School has committed a “relevant failure” by:

- ***committing a criminal offence***
- ***failing to comply with a legal obligation***
- ***a miscarriage of justice***
- ***endangering the health and safety of an individual***
- ***environmental damage***
- ***concealing any information relating to the above.***

If an allegation of severe safeguarding failure has been made against a member of staff, the Manager will contact the Local Authority Designated Officer (LADO) within one working day for advice on how to proceed. If there is as concern regarding the manager of the setting, our committee chair person, Graeme Skinner can be contacted via tel: **07581361887** or email: **chairperson@scarningpreschool.co.uk** or you can directly contact LADO on their email: **lado@norfolk.gov.uk.**

Any concerns about the safety of a child must be reported to your safeguarding lead / manager and who will then contact CADS (Children’s Advice and Duty Service) tel; **0344 800 8021,** unless the concern involves the manager then Graeme Skinner is to be the first point of contact or CADS directly.

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The procedure

You should firstly report any concerns you may have to the manager or where the concern relates to the manager, or it is not appropriate to make the report to the manager it should be to the committee chair person Graeme on – tel: 07581361887 or email: **chair@scarningpreschool.co.uk**

All concerns reported will be treated with the utmost confidentiality. You may submit your concerns in any format. You may be asked to confirm any verbal concerns you have in writing.

Following up a disclosure made by a member of staff, an investigation meeting will be held with that employee. The reason for this meeting is to gather as much information as possible from the employee reporting the concern, including whether they have any supporting evidence or can identify any witnesses

After this meeting has been had, the investigating manager will commence a full investigation into the concerns raised. The investigation will aim to gather all relevant information including documentary evidence or witness statements if applicable.

Once the investigation is complete, the manager investigating will write to the employee confirming the outcome. If the employee is not satisfied with the outcome, they may raise the matter with the appropriate official organisation or regulatory body themselves.

Formal action

Should formal action be required on any disclosure made under this policy, this action will be carried out in accordance with the applicable internal policy. Any potential sanctions imposed will be fair and in line with the relevant policy.

Protection against detrimental treatment

All employees who raise matters of concern under this policy are protected against detrimental treatment, up to and including dismissal, because they have made a disclosure, unless it is proven that a disclosure has been made in bad faith and/or with malicious intent. Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action. Employees can use the confidential, independent helpline set up by Public Concern at Work on **0207 404 6609** for independent advice at any stage of the proceedings.

Link for the whistleblowing advice line

Whistleblowing Advice Line | NSPCC

Name:

Signature:

Review date: