

WHISTLEBLOWING POLICY

PARKWAY PRE-SCHOOL

Parkway pre-school takes steps to ensure there are effective procedures in place to protect children, young people, and vulnerable adults from any form of abuse by a staff member. As a childcare provider we expect employees and volunteers to be responsible for highlighting their concerns so that problems can be resolved and removed quickly and effectively. In accordance with the Public Interest Disclosure Act 1998 this policy provides staff and volunteers with an appropriate forum for raising such issues and will provide anyone raising a genuine concern with protection under the aforementioned act.

Procedures

This Whistleblowing policy is intended to cover genuine concerns that fall outside the scope of other procedures.

That concern may be about something that:

- Is against the policies and procedures of Parkway Pre-School.
- Falls below established standards of practice.
- Amounts to improper conduct and goes against the Pre-School's Code of Conduct.
- Is a Health and Safety risk, including risks to the public as well as children, other colleagues, Parents/Carers and volunteers etc...
- Is deemed to be a criminal or civil offence

What to do if you have a concern

Raise your concern with the Preschool Manager in the first instance.

- The concern should be presented in a factual manner and should include dates and times where applicable.
- Management will deal with the concern as soon as possible in an impartial and confidential way in order to protect the person who raised the concern, as well as the member of staff who the concern relates to.
- Investigation will be carried out sensitively and all information recorded and stored confidentially. • If the concern is found to be false/untrue no action will be taken against the employee who raised the concern if it was reported in good faith.
- However, the whistle blower may face disciplinary action should it be found that the concern was raised due to malicious reasons or for personal gain.

- If the concern relates to the manager or if you feel that the concern needs to be taken further please contact the OFSTED Whistleblowing hotline on 0300 1233155 (Monday to Friday from 8am to 6pm) or email whistleblowing@ofsted.gov.uk.
- If the concern is about an immediate or current risk to an individual child or children, the Herts Safeguarding Children's Board child protection procedures must be followed and the **Local Authority Designated Officer contacted on 0300 123 4043 . (Refer to poster on staff notice board)**
- Independent advice can be sought from '**Protect**' who offers a free, confidential advice line which can give advice on how to raise a concern safely and effectively. They can be contacted **Protect Advice Line - Telephone: 020 3117 2520**

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