



## Whistle-blowing Policy

Whistle blowing encourages and enables employees and volunteers to raise serious concerns within the organisation of Tiddlers Nursery and Pre School, rather than overlooking a problem or “blowing the whistle outside”. Tiddlers is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have serious concerns about any aspect of our work to come forward and voice their concerns.

### Aims:

- To provide clear processes for relevant parties to raise concerns in confidence and receive feedback on any action taken.
- To ensure that they receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- To reassure them that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith. The nursery recognises that the decision to report a concern can be a difficult one to make. If what is being said is true, there should be nothing to fear because the relevant party will be doing their duty to their employer and the children.

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the whistle blower if they so wish. At the appropriate time, however, they may need to come forward as a witness.

### Please note that:

- Staff/volunteers must disclose the information in good faith.
- Staff/volunteers must believe it to be substantially true..
- Staff/volunteers must not act maliciously or make false allegations.
- Staff/volunteers must not seek any personal gain.

Concerns expressed anonymously are much less powerful but will be considered at the discretion of the manager. In exercising this discretion, the factors taken into account would include:

- The seriousness of the issues raised
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

If an allegation is made in good faith, but it is not confirmed by the investigation, no action will be taken against the person who made the disclosure. If, however, an allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken against the informant.

Any serious concerns that staff have about any aspect of the nursery provision or the conduct of the nursery staff or volunteers can be reported under the whistle-blowing policy. This may be about something that:

- makes anyone feel uncomfortable in terms of known standards, their experience or the standards they believe Tiddlers Nursery subscribes to; or
- is against Policies and Procedures
- falls below established standards of practice; or
- amounts to improper conduct

#### How to raise a concern

As a first step the concerns should be raised either verbally or in writing with the nursery leader. This may depend, however on the seriousness of the offence and the person involved, for example, if it is believed that the leader is involved then the committee chair should be approached.

Staff/volunteers who wish to make a written report are invited to use the following format:

- the background and history of the concern (giving relevant dates);
- the reason why they are particularly concerned about the situation.

If a concern is raised immediately after it happens; the easier, it becomes to take action. The whistle blower will not be expected to prove beyond doubt the truth of the allegation, but will need to demonstrate to the person contacted that there are reasonable grounds for concern.

(pro-forma available)

Please note that at all times in this process, confidential information must be kept confidential. Please check with the confidentiality policy???? for guidance.

Date:

Signed on behalf of the nursery by:

The Date for review: