

# Whistle Blowing Policy and Procedure

## Aims

- To encourage staff and volunteers to feel confident in reporting serious concerns about any aspects of the setting's work.
- To provide ways for staff and volunteers to report concerns.
- To ensure that staff and volunteers get a response to their concerns and that they know what to do if they are not satisfied with this.
- To reassure staff and volunteers that they will not be penalised for coming forward with their concerns.

Definitions What is whistle blowing? Whistle blowing is reporting a serious concern to a more senior member of staff, the Management Committee or to an appropriate external organisation if necessary.

What is a serious concern? A serious concern might be;

- a criminal offence
- abuse or neglect of children
- bullying or victimisation of staff, volunteers or children
- financial malpractice
- a health and safety risk
- a failure to deliver appropriate standards of care There may be other serious concerns, which do not fit into these categories.

## Procedure

How to report a concern

- Any staff member or volunteer can report a concern.
- Concerns can be reported verbally or in writing.
- In most circumstances this would be to the line manager.
- If the concern involves the line manager or it is felt they are unlikely to take any action, the member of staff should contact a more senior manager or Chair of the Management Committee.

- If the concern involves the management of the organisation and there is no one internally to report to safely, then a report should be made to an appropriate external organisation.
- Staff who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work (PCAW). Their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.
- Staff can also contact the Early Years Team,(if the concern relates to any areas covered in the safeguarding and welfare requirements, especially child protection), NSPCC whistle blowing advice line (if the concern relates to child protection), the Police and/or The Health and Safety Executive.