

Whistle Blowing Policy

The whistle blowing policy aims to encourage preschool employees to feel confident in raising concerns on matters that come under the list of the Public Interest Disclosure Act 1998 updated in 2013. These are:

- A crime has been committed e.g child abuse
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject to e.g requirements of Early Years Foundation Stage.
- That the health and safety of the individual has been, is being or is likely to be damaged.
- That information tending to show any of the above has been concealed or is likely to be deliberately concealed.

The policy also provides avenues for preschool employees to receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.

The Butterfly Preschool is committed to the whistle blowing policy. If as an employee you make a disclosure and you have a reasonable belief that your concern is real and you are acting in good faith, you will not suffer any disciplinary action against you even if after investigation it transpires that your concern is unfounded.

The preschool will protect the identity of an employee who make a disclosure and handle the issue confidentially. The preschool will also not tolerate any harassment or victimisation of an employee who makes a disclosure. However, should this occur the employee should report the situation immediately to the Preschool Director.

- Please be aware preschool staff (or anyone working with or in contact with children in the nursery) are not allowed to carry mobile phones whilst working with the children.

As an employee of The Butterfly Preschool if you have a concern about any malpractice you should follow the process below:

- Raise your concern with the Preschool Director, either orally or in writing.

When you raise your concern you will be asked to state whether you are doing this in confidence so appropriate arrangements can be made.

When a disclosure is made the appropriate person will:

- Look into it initially in order to determine what action should be taken. This may involve an internal inquiry or a more formal investigation
- Write to the employee summarising the concern, set out how they propose to handle it, provide the employee with details of who will be handling the matter and how the employee can contact him or her.
- The investigation will be conducted on a strictly confidential basis and the subject of the complaint will be given as much feedback as necessary.
- Inform the Local Council's LADO and The Ofsted as appropriate.

If a member of staff is dismissed for misconduct because they have placed a child at risk of significant harm the Preschool Director may need to refer the individual for inclusion onto the Protection of children Act (POCA) list.

