

Whistleblowing Policy

Whistleblowing is raising a concern about malpractice within an organisation.

Protection

Leverstock Green Playgroup is an organisation to delivering a high quality Pre school service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation.

This policy is underpinned by the Public Disclosure Act 1998, which encourages people to raise concern and misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour which amounts to

- A criminal offence
- A miscarriage of justice
- Failure to comply with any legal obligation
- Danger to Health and Safety of an individual and / or environment
- Deliberate concealment of information about any of the above

It is not intended that this policy be a substitute for , or an alternative our formal grievance procedure, but is designed to nurture a culture of openness and transparency within the group, which makes it safe and acceptable for Employees and Volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An Employee or Volunteer who, acting in good faith, wishes to raise a concern should normally report to the Manager who will advise the employee or volunteer of the action that will be taken in response of their concerns expressed. Concerns should be investigated and resolves as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the Manager , they should contact the **Early Years Advisor** (Jane Osburn at present) or **Ofsted 03001233155** for advice on what steps to take.

A disclosure in good faith to the Manager will be protected. Confidentiality will be maintained whenever possible and the employee or volunteer will not suffer any personal detriment as a result of raising and genuine concern about misconduct or malpractice within the organisation.

This policy was adopted by Leverstock Green Playgroup

Held on

signed by