



## Whistleblowing Policy

### Policy statement

Little Explorers Pre-School are committed in providing a safe and secure environment for all employees which supports them in raising any concerns they may have about any unlawful conduct, or inappropriate practice. All adults are required to operate to operate within the regulations policies and procedures of Little Explorers Pre-School.

The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace.

### Aims

- To deliver high quality pre-school service, which promotes organisational accountability and maintaining public confidence
- To provide individuals with avenues to raise concerns
- To ensure individuals receive a response to their concerns, and what to do if they are not satisfied
- To protect individuals from reprisals or victimisation if they have reasonable belief that they have made any disclosure in good faith

### Confidentiality

- All concerns will be treated in confidence, and every effort will be made not to reveal employees or volunteers identities if this is their wish.
- Concerns will be investigated thoroughly and only shared with those who need to know

### Procedures

- An individual or volunteer who acting in good faith, wishes to raise a concern, should normally report to the pre-school Manager, Laura Furniss.
- If the individual feels that the matter cannot be discussed with the Manager, they should report to the Deputy Manager, Jordon Morris or the Chairperson of the Management Committee (contact details are on the Committee Board in the office).

- If concerns are about the management team or you do not feel like you can speak to the setting manager, Deputy or committee you should contact the Local Authority Designated Officer (LADO) 0345 678 9044
- If the individual feels that the matter cannot be discussed with any of the above, they can contact Ofsted's Whistleblowing hotline 0300 123 3155 or more information and advice can be found on the NSPCC website: [Whistleblowing Advice Line | NSPCC](#)
- Concerns will be investigated and resolved as quickly as possible
- If a concern has been raised with the Manager, she will then report to the Chair of the Management Committee
- Staff will then be interviewed individually and relevant documentation and policies will be reviewed
- Accurate records will be maintained at all times
- When the investigation has taken place, the Chair will put in place actions to ensure that all legal requirements are met
- Wherever possible the investigation should take place within 10 days.
- If the investigation informs misconduct has taken place, disciplinary procedures will be followed.
- Employees making malicious or false accusations will be disciplined appropriately
- Support and advice will be provided to those affected by any accusation