

ST JOHN'S SUNSHINE PRE-SCHOOL

WHISTLEBLOWING POLICY

St. John's Sunshine Pre School is committed to having high standards and therefore recognises that staff, volunteers and students may discover something wrong within the Pre School. We aim to establish an internal procedure which encourages and enables the staff, volunteers and students to feel that they can raise their concerns in confidence and without the fear of any repercussions on them, and for St. John's Sunshine Pre School to work within the best practices and to safeguard the children.

Sunshine will ensure that all staff are familiar with the whistleblowing procedure

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- an injustice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with the designated officer (Chair of the Committee).
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with the local authority.

After a concern has been raised, the manager will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Whilst it is hoped that such disclosures will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

Raising a concern

- Concerns should be given in writing with evidence and facts of the whistle blowing disclosure along with background information and names, dates and locations. The reason for the concern should also be clearly stated.

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- If the individual feels they are unable to put this into writing then they should arrange a convenient time to have a face to face meeting with the Manager or Chair of the Committee or for a telephone call to take place.
- Although the staff member will not be expected to prove the truth of the allegation they will however be expected to demonstrate they have acted in an honest and with reasonable suspicion that the event has occurred, occurring or likely to occur in the near future.

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- The Pre School will take all whistle blowing disclosures seriously and will act on these with immediate effect.
 - To protect staff involved and the whistle blower, the Manager or Chair Person will deal with this in a discreet manner until a decision as to whether an investigation needs to take place.
 - If the allegation falls into a procedure category then those procedures will be considered.
 - If it is felt that the allegation is serious then action will be taken prior to an investigation being conducted.
- The Manager or Chairperson will inform all staff, volunteers and students within 10 working days of the outcome of the disclosure.
- A written response will be given to the whistle blower and will include how the allegation was dealt with and any conclusions from the investigation.
- All concerns will be treated with confidence and every effort will be made to ensure the name of the whistle blower is not disclosed.
- If any staff, volunteers or students feel that the matter has not been dealt with in a way they feel it should have been they have the right to report the allegation to Ofsted.
- If the allegation is found to be not justified no action will be taken of the person who made the allegation. St. John's Sunshine Pre School understand that it is difficult to make an allegation but it is done for the best interest of all at the Pre School.