

LORDSWOOD PRE SCHOOL

WHISTLEBLOWING POLICY

Is the disclosure internally or externally by colleagues of malpractice, as well as illegal acts or omissions at work.

Lordswood Pre School is committed to achieving the highest possible standards of service & ethical standards in all of its practices. To achieve this we encourage staff to report any malpractice or illegal acts by employees or ex employees.

Lordswood Pre School have policies which deal with standards of behaviour at work. However when the matter does not concern personal employment position it will need to be handled differently. These can be :

- Malpractice or ill treatment of a child by a member of staff
- Repeated ill treatment of a child despite a complaint being made
- A criminal offence has been, is being or likely to be committed
- Suspected fraud
- Disregard for legislation in relation to Health & Safety at work
- The environment has been or likely to be damaged
- A breach of code of conduct
- Any of the above info being concealed

Lordswood Pre School will not tolerate any harassment or victimisation of a whistleblower and will treat this as a serious disciplinary offence.

Pauline Royle is the designated person for the concerns on these matters and will be the first point of contact. She will arrange an initial interview which will be confidential. At this stage the whistleblower will be asked if she wishes her identity to be disclosed and will be reassured about protection from possible reprisal or victimisation. The designated officer will write a summary of the interview which will be agreed by both parties.

The designated officer will report to the chair of the committee who will be responsible for any further investigation.

If the complaint is about the Lead Practitioner then the complaint should be made straight to the chair of the committee.

The investigation will be carried out in strict confidentiality. In the case of ill treatment of a child, suspension from work will be considered immediately. Protection of the child is paramount. The designated officer will keep the whistleblower informed if the result of the investigation is that there is a case against an individual the disciplinary rules and procedures will be used.

Where there is no case, but the employee held genuine concern the designated officer will ensure the employee suffers no reprisals.

Only when false allegations are made maliciously, will it be appropriate to act against the whistleblower under the disciplinary rules & procedures.

Following the investigation the designated officer will arrange a meeting with the whistleblower to give feed back and any action taken. (this will not include details of disciplinary action which will remain confidential to the individual concerned).

If the whistleblower is not satisfied with the outcome they may take it further. They will need to put this in writing to the chair of the committee who will make further investigation into this. It may result in a call to LAWCALL.

Signed _____

Dated _____

Position on committee _____