**1.4 Whistleblowing – Making a disclosure in the public interest**

**Policy Statement**

It is important to the setting that any fraud, misconduct or wrongdoing by employees or people

engaged in the organisation’s business, is reported and properly dealt with. The setting therefore

encourages all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run.

The setting recognises that effective and honest communication is essential if malpractice is to be

effectively dealt with and the organisation’s success ensured.

Whistleblowing relates to all those who work with or within the early years setting who may from time to time think that they need to raise, with someone in confidence, certain issues relating to the

organisation.

All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrong doing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own

personal circumstances you should use the normal grievance procedure. If you have a concern

about malpractice within the organisation then you should use the procedure outlined below.

**Procedures**

* Report any concerns you have, in writing, to your line manager.
* If the concern is about your line manager themselves or you feel uncomfortable talking with your line manager then please contact the Chairperson and you can contact LADO.
* The numbers for the contact information for both LADO and our Chair can be found in this policy and around the preschool.
* The committee officers will be notified and made aware of the concern.
* The Chairperson will then appoint a committee member, or if necessary more than one, who will be responsible for investigating.
* You will be informed of the outcome in writing in a time frame suggested and supported by the local authority LADO.

**Disclosure/concern**

Any matter you raise under this procedure will be investigated thoroughly, promptly and

confidentially, by the committee member appointed by the Chairperson

You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.

* Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
* If misconduct is discovered as a result of any investigation under this procedure, the setting’s

disciplinary procedure will be used, in addition to any appropriate external measures.

* If you make a maliciously, vexatious or a false allegation then this will be considered to be a

disciplinary offence and disciplinary action will be taken against you.

* An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or

pursue any concern, even by a person in authority, you should not agree to remain silent.

* Fraud and abuse will be reported to the police and taken to court if necessary.

Contact details for anyone you wish to raise a whistleblowing concern to are listed below

**Woolston Preschool manager**

Preschool Manager: - Gemma Woodward

Tel: - 02380685202 or 07483391591

**Chair of the Committee LADO** (Local Authority Designated Officer,)

Name: - Name: - Jemma Swann

Tel: - Tel: - 02380915535 or 07500952037

**This policy was adopted at a meeting of Woolston Community Pre-School held in September 2012**

Last updated **October 2023**

**Last reviewed: October 2023**

**Name of signatory:**

**Role of committee:** Chair

Date

Signature

**Woolston Preschool manager and DSL**

Name **Gemma Woodward**

Date

Signature