

SAFEGUARDING & WELFARE REQUIREMENT: INFORMATION & RECORDS

10.11 Whistle-blowing



Introduction

Whistle-blowing relates to all those who work with, or within, St John's Playtime Pre-school, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to malpractice within the pre-school (for example, crimes, civil offences, dangers to health and safety) and the cover up of any of these issues.

(Whistle-blowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should follow the normal grievance procedure).

Policy Statement

It is important to St John's Playtime Pre-school that any misconduct, wrongdoing or fraud by employees, or other people engaged in the pre-school's business, is reported and properly dealt with. We therefore encourage all individuals to raise any concerns that they may have about the conduct of others in the pre-school or the way in which the pre-school is run.

St John's Playtime Pre-school recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the needs of the pre-school and the safety of all our children maintained.

Procedures

▪ All employees and those involved with the pre-school should be aware of the importance of preventing and eliminating wrongdoing within the pre-school. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature you become aware of. This could include:

- Abuse of a child or vulnerable person
- A child, parent, employee or volunteer being put at risk of harm
- Unsafe working practices
- A failure to comply with statutory or legal obligations
- A criminal offence which has or is about to be committed
- The use of unsafe equipment
- Falsification of financial records
- Bribery and/or corruption which has taken or is about to take place

- A violation of the code of conduct
- Covering up wrongdoing or malpractice

- Any concerns should be reported to the pre-school Manager or Committee Chairperson.
- Any matters reported to the Manager or Committee Chairperson will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- 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 concern will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the Pre-school's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a malicious, 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 such as a Manager, you should not agree to remain silent. In this event you should report the matter to the Committee Chairperson.

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 21st March 2017.

This policy was reviewed & updated on: March/April 2018

This policy will be reviewed again on: March 2019

Signed on behalf of the Management committee and provider:



Name of Signatory: Christina Jordan

Role of Signatory: Committee Chairperson