

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy and procedures to safeguard children.



## **1.10 Whistle Blowing Policy**

### **Policy Statement**

It is our intention that staff working at Long Wittenham Pre-School feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination.

The Public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organisation, or individuals within it, through amendments to employment law.

### **Procedures**

To ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity we will:

- Provide avenues for staff to raise concerns and receive feedback on any action taken.
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied.
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith.

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential

### *What should be reported?*

- The inappropriate treatment or care of a child.
- Any conduct of the manager, staff, student or volunteer that is not in accordance with the values and policies of Long-Wittenham Pre-School.
- Discrimination of any kind.
- Concerns that could impact on the health and safety of the children or adults.

## Methods

- A concern can be initially raised by any staff member to the Manager or Supervisor.
- Discuss the nature of the concern together with the background, history of the concern and provide the relevant dates of incidents.
- There is no expectation that staff prove beyond doubt the truth of their suspicion; however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly.

*Concerns will be dealt with in the following way:*

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the Manager or Supervisor and designated Trustee.
- If appropriate it will be referred through established Safeguarding children procedures and may form the subject of an independent inquiry.
- Within ten working days of a concern being raised, the member of staff will receive in writing:
  - Acknowledgment that the concern has been received.
  - An indication as to how the Management Team will proceed to deal with the matter.
  - Information on staff support mechanisms.
  - Information as to whether any further investigation will take place and if not, why not.

If there are any difficulties experienced as a result of raising a concern, support will be offered as decided by the Management Team.

Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously maliciously or for personal gain, appropriate action: that could include disciplinary action, may be taken.

Policy approved and adopted by LWPS Board of Trustees on 01 June 2017	
Signed on behalf of the provider	
Name of signatory	Jenny Caw

Role of signatory	Co-Chair
Reviewed February	Signed: Dated:
Reviewed June	Signed: Dated: