

# 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.

The 1998 Public Interest Disclosure Act protects all workers who 'blow the whistle' about wrongdoing. It applies to all workers who feel that their disclosure tends to show at least one of the following;

- A criminal offence.
- The breach of legal obligation.
- A miscarriage of justice.
- A danger to the health and safety of any individual.
- Damage to the environment.
- Deliberate covering up information tending to show any of the above.

To ensure that no whistle-blowers become victim to harassment or victimisation the following will occur;

- Individuals should raise their concern to the Manager or the Chair of Committee, if this is not possible they should inform the local authority.
  - 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.
  - 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.