

## **St Barnabas Pre-School Whistleblowing Policy.**

### **Policy Statement**

St Barnabas Pre-School is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees, and others, with concerns about any aspect of the settings operations to come forward and voice those concerns.

This policy makes it clear that employees, parents/carers and others can do so without fear of reprisals. The Whistleblowing policy is intended to encourage and enable employees and others to raise such concerns rather than overlooking or dismissing them.

Employees are often the first to realise that there may be something wrong within their setting, however, expressing their concern may be difficult because they feel that speaking up would be disloyal to their colleague. They may also fear harassment or victimisation.

St Barnabas Pre-School aims to support staff in raising a concern rather than choosing to ignore suspicion of malpractice and wrongdoing at work.

Any concerns that pose an immediate risk to a child/children must be reported directly to Children's Social Care or the Police.

### **What is whistleblowing?**

Whistleblowing is when a worker reports certain types of wrongdoing. As a whistleblower you are protected by law.

St Barnabas Pre-School will not treat a whistle-blower unfairly and being a whistleblower will never cause a member of staff to lose their job.

Examples of whistleblowing include, but are not limited to:

- The breach of a legal obligation
- A miscarriage of justice
- Sexual or physical abuse
- Conduct which is an offence or a breach of law e.g. possession of drugs
- Health and safety risks, including risks to the public as well as other employees
- Working under the influence of alcohol or drugs in the workplace
- Fraud and corruption.
- Damage to the environment

Information relating to any of the above is being deliberately concealed or if attempts are being made to conceal the same.

## **Policy Procedure**

- Any allegation against a member of staff/trustee/pre-school associate or someone who is closely associated with them must be reported immediately to the duty manager.
- An allegation against the duty manager must be reported to the Chair of Trustees, Reverend Andy McPherson.
- The person receiving the allegation must make a full written report of the allegation.
- The duty manager must report this to the Chair of Trustees Reverend Andy McPherson as soon as reasonably practicable, and without exception within one working day.
- The duty manager will contact Bournemouth, Christchurch and Poole Council Named Senior Officer/LADO as soon as reasonably practicable, and without exception within one working day.
- If appropriate the duty manager will report the allegation to the Police as soon as reasonably practicable, and without exception within one working day.
- The duty manager will contact OFSTED as soon as reasonably practicable, and without exception within 14 days.
- The member of staff/trustee/pre-school associate will be informed of the allegation.
- The member of staff /trustee/pre-school associate will be informed that they must not attend St Barnabas Pre-School or contact any person or family associated with the Pre-School during the investigation.
- Staff members will be suspended on full pay pending an investigation.
- All members of staff/trustee/pre-school associate must comply with investigations undertaken in house and by outside agencies.
- All member of staff/trustee/pre-school associate must maintain confidentiality regarding the allegation.
- The duty manager and trustees will follow guidance from Bournemouth, Christchurch and Poole Council Named Senior Officer/LADO and Police.
- The person making the allegation will be kept up-to-date at each stage of the investigation.
- The in-house investigation will conclude within 14 days.

A comprehensive, confidential report of all actions and conclusion, will be compiled by the duty manager including:

- Written record of the allegation
- A log of events
- Accounts of any meetings
- Details of the internal provision's investigation
- Involvement of any professionals/agencies
- Any action taken
- The steps taken to support the child and family
- Any lessons learnt from the allegation and resulting investigations
- Details of any resulting changes to be made in the provision's procedures/policies

In the event of St Barnabas Pre-School removing a member of staff/trustee/pre-school associate (paid worker or unpaid volunteer) from work (or would have, had the person not left first) because the person poses a risk of harm to children, the duty manager will inform Disclosure and Barring Service.

**Feedback.**

The whistle-blower will receive feedback of the course of action following raising their concern within 14 days.

Should the whistle-blower disagree with the outcome of the manager and trustees' investigations or the conclusion they must voice their concerns at this meeting.

Whistle-blowers who remain unsatisfied with the outcome of raising their complaint must report the concern to the appropriate outside body. Outside bodies may include:

- OFSTED (0300 123 1231)
- Local Authority Designated Officer LADO (01202 456744)