

## Policy 13a.



# Little Angels Day Nursery & Pre-Prep School



## Whistle Blowing Policy

Whistle blowing is the term used for an employee raising concerns about practices and procedures in their workplace. The Whistle Blowing Policy encourages and enables employees to voice their concerns without fear of victimisation, subsequent discrimination or disadvantage.

The Grievance Procedure is in place to enable employees to lodge a concern relating to employment. The Whistle Blowing Policy is intended to cover major concerns that fall out of the scope of other procedures.

These include

- A Criminal offence
- Failure to comply with a legal obligation
- Dangerous procedures or practice risking Health and Safety, including risks to the public as well as other employees.
- Dangerous Practice
- Practice which falls below establishment standards or practice

### Procedures to follow

- The employee should normally raise concerns with their immediate manager, however if the concern is about their manager they should contact the area manager. Concerns may be raised verbally or a written report should give the background and history of the concern and the reason why they are particular concerned about the situation. The earlier a concern is raised the easier it is to take action.
- An employee may take another person with them as a witness or for support.
- The employee should take with them if possible-dated and signed written down any relevant information and date it. Keep copies of all correspondence and relevant information.
- The employee should be informed of the next steps.
- The employee will be informed of the outcome of the investigated complaint.
- Confidentiality will be maintained wherever possible.

Although the employee is not expected to prove beyond doubt the truth of an allegation, they will need to demonstrate to the person contacted that there are reasonable grounds for their concern.

Employees will not be victimised, disciplined or disadvantaged in any way for raising genuine concerns. All employees have legal protection under the Public Interest Disclosure Act 1998. However this does not apply where allegations are found to be malicious or deliberately false. Such behaviour will be dealt with under the Disciplinary Procedure.

Within 10 Working days of a concern being raised, the manager hearing the concern will write to the employee, and:

- Acknowledge the concern has been received

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- Indicate how the concern will be dealt with and who will be involved
- Where possible, give an estimate of how long it will take to provide a response
- Tell the employee whether any initial enquiries have been made
- Check whether he/she needs any personal support
- Tell the employee whether further investigations will take place and if not why not

If you have raised your concern internally but feel it has not been properly addressed employees are able to report to Ofsted ([whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)) or by post to:

## WBHL

Ofsted  
Piccadilly Gate  
Store Street  
Manchester M1 2WD

Or alternatively call 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).

You can also contact the NSPCC Whistleblowing advice line:

Call 0800 028 0285

Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Reviewed January 2019

Next Review Date January 2020