



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658

## **Whistle Blowing Policy**

Employees are often the first to realise that there may be something seriously wrong within the Pre-school. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues, the company or other agencies. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

Horringer Pre-School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the Pre-school to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis.

The policy document makes it clear that you can do so without fear of victimisation, subsequent discrimination or disadvantage. This Whistle blowing policy is intended to encourage and enable employees to raise serious concerns within the Pre-school rather than overlooking a problem or “blowing the whistle” outside.

### **AIMS:**

- Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- Provide avenues for you to raise those concerns and receive feedback on any action taken
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658

- There are existing procedures in place to enable you to lodge a grievance etc relating to your own employment. The Whistle Blowing Policy is intended to cover major concerns that fall outside the scope of other procedures.

These include:

- Conduct which is an offence or a breach of Law
- Disclosures related to miscarriages of justice
- Health and safety risks, including risks to the public, children as well as other employees
- Damage to the environment
- The un-authorized use of company funds
- Possible fraud and corruption – see note below
- Sexual or physical abuse of adults and children where referral under Child Protection procedures is not appropriate
- Other unethical conduct

## **Procedure**

### **How to raise a concern**

As a first step, you should normally raise concerns with the Pre-school manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if you believe that senior management of the Pre-school is involved you should look at the Safeguarding Information on the Parent/Staff Board and access committee and the nominated persons contact details in the lobby.



Meadow Drive, Horringer, Suffolk, IP29 5SB  
Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)  
Charity: 1164658

Concerns may be raised verbally or in writing. Staff who wish to make a written report are invited to use the following format;

The background and history of the concern (giving relevant dates)

The reasons why you are particularly concerned about the situation.

The earlier you express the concern, the easier it is to take action.

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

You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

**Staff Declaration** I have read and understood the above policy:

Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date

**Feedback**

--