

# Mortimer Hall Pre-School



## **Safeguarding and Welfare Requirement: Whistleblowing**

Providers must ensure that adults looking after children have seen and signed a copy of the Whistleblowing Policy at the time of induction

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## 2 **2.3 Whistleblowing Policy**

### 3 **Policy Statement**

4 It is important to Mortimer Hall Pre-school that any fraud, misconduct or wrongdoing  
5 by employees, or people engaged in the organisation's business, is reported and  
6 properly dealt with. We therefore encourage all individuals to raise any concerns that  
7 they may have about the conduct of others in the pre-school or the way in which the  
8 pre-school is run.

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10 We recognise that effective and honest communication is essential if malpractice is to  
11 be effectively dealt with and the organisation's success ensured.

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13 Whistleblowing relates to all those who work with, or within, the pre-school, who may  
14 from time-to-time think that they need to raise with someone in confidence certain  
15 issues relating to the organisation.

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17 Whistleblowing is separate from the grievance procedure. If you have a complaint  
18 about your own personal circumstances, you should use the normal grievance  
19 procedure (see policy 5.2). If you have a concern about malpractice within the  
20 organisation, then you should use the procedure outlined below.

### 21 **Procedure**

22 ■ Report any concerns to your line manager. If this is not possible, then report your  
23 concerns to the committee Chair.

24 ■ All employees and those involved with the early years setting should be aware of  
25 the importance of preventing and eliminating wrongdoing within the organisation.  
26 You should be watchful for illegal, inappropriate or unethical conduct and report  
27 anything of that nature that you become aware of.

28 ■ Any matter you raise under this procedure will be investigated thoroughly,  
29 promptly and confidentially, and the outcome of the investigation will be reported  
30 back to you.

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- 31 ■ You will not be victimised for raising a matter under this procedure. This means
- 32 ■ that your continued employment and opportunities for future promotion or
- 33 training will not be prejudiced because you have raised a legitimate concern.
- 34 ■ Victimisation of an individual for raising a qualified disclosure will be a
- 35 disciplinary offence.
- 36 ■ If misconduct is discovered as a result of any investigation under this procedure
- 37 the pre-school's disciplinary procedure will be used, in addition to any
- 38 appropriate external measures.
- 39 ■ If you make a malicious, vexatious or a false allegation then this will be
- 40 considered to be a disciplinary offence and disciplinary action will be taken
- 41 against you.
- 42 ■ An instruction to cover up wrongdoing is itself a disciplinary offence. If you are
- 43 told not to raise or pursue any concern, even by a person in authority such as a
- 44 manager, you should not agree to remain silent. In this event you should report
- 45 the matter to the committee Chair.

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48 I have read and understand the above policy.

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50 Signed..... Date.....

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54 Reviewed with no amendments on 25<sup>th</sup> March 2019

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Janet Crane, Manager