



Whistleblowing Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,
Lacey Green, Princes Risborough HP27 0PL
Registered charity no: 1026976

Reviews and Approvals

Policy adopted :	15 September 2009 by Windmill Under 5s Management Committee	
Date of last review:	23 November 2020	
Date of next review:	Autumn Term (November) 2021	
Signed & dated:		Natasha Kann – Chairperson on behalf of the Management Committee

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

Child Protection

7. Whistleblowing Policy

Policy statement

It is important to Windmill Under 5s Preschool that any fraud, misconduct or wrongdoing by employees, volunteers, or people engaged in the organisation's business, is reported and properly dealt with. Windmills therefore encourages all individuals to raise any concerns that they may have about the conduct of others at Windmills, or the way in which Windmills is run.

Windmills recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and our success ensured.

Whistleblowing relates to all those who work with, or within Windmills, parents/carers, students, volunteers or visitors who may from time to time think that they need to raise with someone, in confidence, certain issues relating to the organisation.

All employees and those involved with Windmills should be aware of the importance of preventing and eliminating wrong-doing within the preschool. They should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that they become aware of.

This policy recognises the following matters as malpractice or serious wrongdoing:

- Conduct which may be considered to be a criminal offence.
- Decision making for personal gain.
- Health and safety risks, including risks to the public as well as other staff or children.
- Abuse of position.
- Possible fraud and deceit.
- Financial malpractice.
- Failure to follow appropriate and agreed procedures.
- Improper conduct or unethical behaviour.
- Failure to comply with a legal obligation.
- Disclosure relating to a miscarriage of justice.
- Damage to the environment.
- A deliberate concealing of information relating to any of the above matters.

Procedures

This policy is not intended to be a substitute for, or an alternative to the formal complaints procedure. This policy is designed to nurture a culture of openness and transparency within the preschool, which makes it safe and acceptable for employees and volunteers to raise in good faith, a concern they may have about misconduct or malpractice. If a parent or staff member, has a grievance about their own personal circumstances they should use the normal complaints procedure. If they have a concern about malpractice within the preschool then they should use the procedure outlined below.

- Any concerns should be reported to the Preschool Manager. If it is felt the matter cannot be discussed with the Preschool Manager, then the concern should be reported to the Chairperson of the Committee, Business Manager, or Designated Officer for Safeguarding on the Management Committee.
- Concerns should be written down clearly and include the background, history, names, date and places and reason for the disclosure.
- If it is felt the matter cannot be discussed with any of the above, the following can be contacted:
 - Need to check who to contact.
 - Ofsted Whistleblowing Hotline: 0300 123 3155 email:
whistleblowing@ofsted.gov.uk
- Windmills accepts that deciding to report a concern can be very difficult and uncomfortable. All concerns will be treated in confidence and the preschool will make every effort not to reveal the identity of anyone raising a concern in good faith. However, at the appropriate time a member of staff may need to come forward as a witness.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to the person who raised it.
- Staff will then be interviewed individually and relevant documentation and policies will be reviewed.
- Accurate records will be maintained at all times.
- When the investigation has taken place, the Chairperson will put in place actions to ensure that all legal requirements are met.
- Wherever possible the investigation should take place within 10 days.
- Anyone raising a matter under this procedure will not be victimised. This means that their continued employment and opportunities for future promotion or training will not be prejudiced because they have raised a legitimate concern.
- Whistleblowing will not affect a child's place at Windmills.
- Victimisation of an individual for raising a qualified disclosure is a disciplinary offence.

- If misconduct is discovered as a result of any investigation under this procedure Windmills disciplinary procedure will be used, as outlined in the Employee Handbook, in addition to any appropriate external measures.
- If a malicious, vexatious or a false allegation is made then this will be considered to be a disciplinary offence and disciplinary action will be taken.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If anyone is told not to raise or pursue any concern, even by a person in authority such as the Preschool Manager or the Business Manager, they should not agree to remain silent. In this event they should report the matter to the Committee Chairperson. If they are concerned about the Chairperson of the Management Committee - they should contact another elected member of the committee such as the Designated Officer for Safeguarding and Child Protection.

Legal framework

- Freedom of Information Act 2000
- Public Disclosure Act (1988)
- Children's Act (1989) Every Child Matters (2004)
- General Data Protection Regulation (GDPR) (2018)
- Data protection Act (1998)
- Every Child Matters Change for Children (2004)
- Human Rights Act (1998)