

Safeguarding and Welfare Requirement: Child Protection

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



Corfe Castle Community Pre-School and Kids Club

Whistleblowing Policy

Whistleblowing is defined as the process of raising a concern about malpractice within an organisation.

Staff protection

The Pre-School is committed to delivering a high quality service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals who work within the Pre-School and Kids Club with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the Pre-School. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to our Staff Grievance Policy, but is designed to nurture a culture of openness and transparency within the Pre-School, which makes it safe and acceptable for members of staff and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Method

A member of staff or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the Pre-School Leader who will advise the member of staff or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the Pre-School Leader, they can take the issue up with the Business Manager or the Chair of the Parent's Management Committee. If they don't feel comfortable doing this then they should contact our Early Years Advisor at DC on 01305 228438 or OFSTED on 0300 123 1231 for advice on what steps to follow.

A disclosure in good faith will be protected. Confidentiality will be maintained wherever possible and the member of staff or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the Pre-School.

Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the Pre-School Leader and/or Business Manager or Chairperson of the Management Committee and/or Ofsted

· If appropriate it will be referred and put through established Safeguarding children procedures and may form the subject of an independent inquiry. A consultation will take place between the Pre-School representative and LADO (Local Authority Designated Officer).

- Within ten working days of a concern being raised, the member of staff will receive in writing:
- Acknowledgment that the concern has been received
- An indication as to how the Pre-school will proceed to deal with the matter
- Supply the member of staff with information on staff support mechanisms
- Inform the member of staff concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for the Pre-school staff member to be interviewed to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

Staff will be kept informed of the progress and outcome of any investigation to ensure that any disclosure has been properly addressed unless legal reasons determine otherwise

This policy is

written in accordance with the Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Child Protection [3.4-3.8], Suitable People [3.9-3.13] and Staff qualifications, training, support and skills [3.18-3.20].