

# **Whistle Blowing Policy**

We are committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals.

This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem. Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for safety and wellbeing of all children attending the setting and this is priority over loyalty towards colleagues.

## **Procedures:**

All staff working within the setting should be observant at all times to ensure high standards of care to all children. Whilst we expect all our colleagues to be professional at all times and comply with the Statutory Requirements, if any member of staff has a concern they should feel at ease to be able to discuss their concern with the Management immediately to enable the concern to be resolved as soon as possible.

Any fraud, misconduct or wrongdoing by employees must be reported and properly dealt with. Sunny Socks therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

Whistleblowing relates to all those who work with or within our setting who may think that they need to raise with someone in confidence certain issues relating to the setting. Whistleblowing is separate from the grievance procedure.

If staff have a concern about malpractice within Sunny Socks then they must report any concerns to the Manager. If this is not possible, then report the concerns to the Director of the nursery. Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back.

Staff will not be victimised for raising a matter under this procedure. This means that their continued employment and opportunities for future promotion

or training will not be prejudiced because they have raised a legitimate concern.

False allegations or victimisation of an individual for raising a concern will be a disciplinary offence.

An instruction to cover up wrong doing is itself a disciplinary offence. If a member of staff is told not to raise a concern, even by a person in authority such as a Leader, they should not agree to remain silent. In this event they should report the matter to the Director. Failure to comply with this policy is regarded as gross misconduct and may result in immediate termination of employment.