



# Whistle Blowing

## Statement of Intent:

This whistle blowing policy and procedure links to the grievance and disciplinary procedures within these policies and staff contracts.

This policy is to encourage staff to feel confident to raise any concerns within the pre-school setting and to ask questions if they feel they have a concern with the current practice.

## This policy applies to:

- Employees
- Students
- Volunteers and Trustees

## The whistle blowing policy covers but may not be limited to the following areas:

- **Conduct** – which a member of staff may consider to be a criminal offence, safeguarding, health and safety or theft. That a criminal offence has been committed or is likely to be committed.
- **Disclosure** – relating to a miscarriage of justice.
- **Health and Safety** – risk to children, staff, parents and members of the public.
- **Breaches of Procedures** – Links to the Pre-Schools policies and procedures.
- **Fraud**
- **Environmental risks** – the environment is being or likely to be endangered.
- **Failure to comply with legal obligations** – for example-completing relevant paperwork including the accident or incident records etc.
- **Abuse** – sexual, physical or verbal abuse of children, parents, staff or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate (linking to the safeguarding procedure).
- **Other unethical conduct** – the deliberate concealing of information relating to any of the above matters.

## Individuals have the following responsibilities when disclosing/making an allegation or concern:

- Individuals must disclose the information in good faith.
- Individuals must believe it to be substantially true.
- Individuals must not act maliciously or make false allegations.
- Individuals must not seek any personal gain.

All concerns will be treated in confidence and identity protected, unless there is a need for a witness.  
All concerns will be recorded.

An unfounded allegation made in good faith will result in no action been taken against the individual.

To raise a concern the individual will speak to the pre-school manager (if the allegation concerns the pre-school manager then the chair of trustees can be contacted) or alternatively contact OFSTED on **0300 123 3155**.

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This policy was adopted at a meeting of	Clifton Moor Pre-School	<i>(name of provider)</i>
Held on	21 <sup>st</sup> September 2017	<i>(date)</i>
Date to be reviewed	September 2018	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Toni Brett	
Role of signatory (e.g. chair, director or owner)	Manager	
Signed by Trustee Member		

Reviewed by  
Date

Reviewed by  
Date

Reviewed by  
Date

Clifton Moor Pre-School, Lakeside Primary School, Oakdale Road, Clifton Moor, York, YO30 4YL.

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Company Number: 72666807 Charity Number: 1136705

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