

Statement of intent

It is Pollyanna's intention that staff working at Pollyanna Pre-school feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination. It is important to Pollyanna that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation's business, is reported and properly dealt with. We therefore encourage 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.

Procedure

If the allegation is against a member of staff regarding a safeguarding issue in relation to a child, then the **LADO** must be contacted on **01296 382070**.

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

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

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behaviour of committee member, staff, student, or volunteer
- Discrimination of any kind
- Concerns that could impact on the health and safety of the children or adults
- Any breach or misuse of technological devices in the setting

Whistleblowing is separate from the grievance procedure. If an employee has a complaint about their own personal circumstances, they should use the normal grievance procedure. If they have a concern about malpractice within the organisation, then they should use the procedure outlined below.

- Report any concerns to their manager. If this is not possible, then report their concerns to the Chairperson.
- All employees and those involved with Pollyanna setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. Employees should be watchful for illegal, inappropriate, or unethical conduct and report anything of that nature that they become aware of.
- 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 employee.
- The employee 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.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Pollyanna's disciplinary procedure will be used, in addition to any appropriate external measures.
- If an employee makes a malicious, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against them.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If an employee is told not to raise or pursue any concern, even by a person in authority such as a manager, they should not agree to remain silent. In this event the employee should report the matter to the Chairperson.



POLLYANNA PRE-SCHOOL WHISTLE BLOWING POLICY

Review and Approval

This policy was adopted on: _____

Signed by Management Committee: _____ 

Print Name: Carl Sautereau

Date of Renewal: September 2024