

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**11. WHISTLE BLOWING**

It is important to Caterpillars preschool that any fraud, misconduct or wrongdoing by employees or people engaged in the preschools business, is reported and dealt with. We therefore encourage all individuals to raise 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.

**Offences or breaches**

The public interest disclosure act 1998 protects workers who blow the whistle about wrong doing. It applies where a worker has a reasonable belief that there disclosure tends to show one or more of the following offences or breaches.

* A criminal offence
* The breach of legal obligation
* A miscarriage of justice
* A danger to the health and safety of any individual
* Damage to the environment or
* Deliberate covering up of information tending to show any of the above.

**How to raise a concern**

This procedure seeks to encourage and enable individuals to disclose information through appropriate channels first, rather than going directly to an outside person or body:

* 1. As a first step concerns should normally be raised with the manager. This depends however on the seriousness and sensitivity of the issues involved and who is suspected of any wrong doing.
	2. Staff can raise concerns with the Area Co-ordinator at Children’s Services or OFSTED as a third option.

1.3 Concerns may be raised verbally or in writing. Staff who wish to make a written report are advised to set out the history and background of the concern, giving names, dates and places where possible, and the reasons for making the disclosure. This will make the investigation easier to complete.

1.4 Although a member of staff is not to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

1.5 Caterpillars preschool will respond to any concerns raised. In order to protect a member of staff who raises a concern and those accused of wrong doing, initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.

1.6 Concerns or allegations which fall within the scope of specific procedures (conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Staff will be told how the preschool proposes to deal with a concern within ten working days of the concern being brought to the preschools attention.

**Confidentiality**

All concerns will be treated with confidence and every effort will be made not to reveal a staff members identity, if they so wish. However, while making all reasonable efforts to maintain the confidentiality of the matter as a whole, at a certain stage in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern .All concerns raised within the remit of this procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm. Complainants should be aware however, that there identity may be revealed by inference.

**Untrue Allegations**

Caterpillars preschool accepts that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but is not confirmed by the investigation, no action will be taken against him/her. If however a member of staff makes an allegation frivolously maliciously or for personal gain, disciplinary action may be taken against them.

Area Co-ordinator at Children’s Services ( Pre-school Dept) contact number:

01243 777807

Ofsted contact number:

0300 123 1231

This policy was adopted by the Manager of Caterpillars Pre-school on 24th April, 2016

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Name of signatory: Catherine Clark Role of signatory: Manager