

Whistleblower (Disclosure) Policy

Little Poppies Pre-school has a duty to identify when things go wrong or if there is malpractice on the part of one of its employees.

This policy has been put in place in order that appropriate measures are taken to correct the situation, in order to do this, a culture of openness and honesty is encouraged. Staff should acknowledge their individual responsibility to bring matters of concern to the attention of the manager.

By knowing about any malpractice at an early stage, necessary steps can be taken to safeguard the interests of all staff, children and the setting. Staff should not hesitate to 'blow the whistle', and should not be worried about reporting issues. This would be in circumstances such as:-

- A criminal offence
- Failure to comply with any legal obligation
- Safeguarding issues (including misuse of mobile phones and social networking sites)
- A miscarriage of justice
- A danger to health and safety
- An attempt to conceal information on any of the above

Staff should not feel that they will suffer from any victimisation, detriment or retribution, they will not be asked to prove anything. If a member of staff asks for their concerns to be treated in confidence the setting will respect this request, and only make disclosures with their consent. However staff must not disclose any information or detail of their concerns. Employees are strictly not permitted to publicise their concerns or abuse the procedure by maliciously raising unfounded allegations.

If a member of staff has any concerns about any form of malpractice, including the conduct of another member of staff, they should normally raise their initial concern with the Manager. If for any reason they do not feel able to do so, then Ofsted can be contacted by Email –

whistleblowing@ofsted.co.uk or by phone on 0300 123 1231.

Or alternatively, call the NSPCC whistleblowing advice line on 0800 0280285 or email_help@nspcc.org.uk

Depending on the nature of the concern the setting will then decide what investigation or action will be taken. This may involve an internal enquiry, but in certain circumstances this could mean referring the matter to external agencies. It would be the setting intention to keep the member of staff informed of any decisions made, however in certain circumstances and depending on the route the investigation/action is taken this may not be possible.