

Safeguarding and Welfare Requirements: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.8

Whistleblowing

Policy statement

It is important to Rowhedge Under 5s that any fraud, misconduct or wrongdoing by employees, or people engaged in 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 setting is run.

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

Whistleblowing relates to all those who work with or within the early years setting, who may from time to time think that they need to raise in confidence issues relating the setting.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedures. If the concern is about malpractice within the setting, then follow the whistleblowing procedure.

Procedure

- Report any concerns to Vicky Aves or Emma Baxter. If this is not possible or concerns either staff member please inform the committee chair.
- All employees and those involved with Rowhedge Under 5s should be aware of the importance of preventing wrongdoing within the setting.
- You must be watchful for illegal, inappropriate or unethical conduct, reporting anything that may arise.
 - Wrongdoing that should be reported includes:
 - Abuse of a child or vulnerable person
 - A child, parent, employee or volunteer being put at risk
 - Unsafe working practices
 - A failure to comply with statutory or legal obligations
 - A criminal offence which has or is about to be committed
 - The use of unsafe equipment
 - Falsification of financial records
 - Bribery and/or corruption which has taken or is about to take place
 - Covering up of wrongdoing
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. Your continued employment and future opportunities for promotion and training will not be affected.
- Victimisation of an individual for raising a qualified concern will be a disciplinary offence.
- If misconduct is discovered as investigation results, the setting disciplinary procedure will be used.
- If a malicious, vexatious or false allegation is raised it will be considered a disciplinary offence and disciplinary action will be taken.
- An instruction or attempt to cover up wrongdoing in itself is a disciplinary offence. If you are told to not raise a concern, by any member of the team do not remain silent and inform Vicky Aves or the committee chair.