

Elephant and Castle Child Care Centre Whistle blowing Policy and Procedure

Statement of intent

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all team members talk through any concerns they may have with Donna Taylor at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

Disclosure of information

If in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you must use the nursery disclosure procedure set out below.

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person has failed is failing or is likely to fail to comply with any legal obligation to which they are subject.
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.
- That the environment, has been, is being, or is likely to be damaged.
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure procedure

- If this information relates to child protection then the nursery child protection and safeguarding policy should be followed, with particular reference to the staff and volunteering section.
- Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to Donna Taylor so that appropriate action can be taken. If it is inappropriate to make such a disclosure to Donna Taylor you should speak to Natalie Goddard.
- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For future guidance in the use of the disclosure procedure, employees should speak in confidence to the nursery owner.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through a detailed and thorough manner.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing

information or makes malicious allegations or disclosure in bad faith will be subject to potential disciplinary action which may result in dismissal.

- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.
- Any management employee, who inappropriately deals with a whistle blowing issue, may be deemed to have engaged in gross misconduct which could lead to dismissal.

This policy was adopted in April 2013 and be reviewed and amended as necessary.