**Whistleblowing Policy**

What is Whistleblowing

Whistleblowing encourages and enables employees to raise serious concerns with the organisation rather than overlooking a problem.

Employee’s are often the first to realise that there is something seriously wrong with the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organization.

Our preschools commitments

The Courtyard preschool is committed to the highest possible standards of openness and accountability. In line with this commitment we expect employees and volunteers who have serious concerns about any aspect of the preschool work to come forward and voice those concerns.

Who does the policy apply to

The policy applies to all employees, including those who volunteer or are on work experience.

Policy Aims

° Provide avenues for you to raise concerns in confidence and receive feedback on any action taken.

° Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

° Reassure you that you will be protected from possible reprisals or victimization if you have a reasonable belief that you have made a disclosure in good faith.

What type of concerns are covered

° Any conduct which is an offence or a breach of law.

° Disclosure related to miscarriages of justice

° Health and safety risks, including risks to the public as well as other employees

° Damage to the environment.

° The unauthorized use of public funds.

° Possible fraud and corruption.

° Sexual or physical abuse.

° Bullying.

° Racism.

° Any form of child abuse.

Safeguards

The preschool recognises that the decision to report a concern can be a difficult

one to make. If what you are saying is true, you should have nothing to fear

because you will be doing your duty to your employer and those for whom you

provide a service.

The Courtyard Preschool will not tolerate any harassment or victimisation and

will take appropriate action to protect you when you raise a concern in good

faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to

reveal your identity if you so wish. At the appropriate time, however, you may

need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever

possible. Please not that you:

Must disclose the information in good faith

Must believe it to be substantially true

Must not act maliciously or make false allegations

Must not seek any personal gain

How to raise your concern

As a first step, you should normally raise concerns either verbally or in writing

with your immediate manager. If verbally then your manager will make notes.

The manager will then look into the allegation and take appropriate steps. The

Timescale for this is 10 days.

If the matter is deemed serious then the manager will contact Ofsted and the

Local Safeguarding organisation and if need be the police.

If the allegation is regarding the manager or you feel that you cannot talk to the

Manager regarding your concern then the person voicing the concerns

Can ring Ofsted whistleblowing helpline for advice or the local safeguarding

board. The telephone number for the designated local safeguarding officer is

displayed on the kitchen cupboard. The Ofsted Whistleblowing helpline number

is 0300 123 3155.