



Apple Tree Pre-School

Whistleblowing Policy

What is whistleblowing?

Whistleblowing is the term used when someone who works with or for an organisation, wishes to raise concerns about wrongdoing in the organisation (for example, crimes, civil offences, miscarriages of justice, dangers to health and safety or the environment), and the cover up of any of these.

Whistleblowing is very different from a complaint or a grievance. It only applies when you have no vested interest and are acting as a witness to misconduct or malpractice.

The statutory guidance 'Working together to safeguard children' 2018, makes clear that all organisations that provide services for, or work with, children, must have appropriate whistleblowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed by the organisation.

Apple Tree Pre-School constantly seeks to raise the standards of care and positively welcomes the constructive contribution that all staff can make. This policy sets out the framework for Apple Tree staff to put forward their views, both informally, and if necessary, within formal guidelines.

Speaking up about any concern you have at work is really important. In fact, it is vital because it will help to keep improving the care Apple Tree provides to the children who attend the setting and the working environment of all staff.

If you raise a genuine concern under this policy, you will not be disadvantaged in any way or be at risk of losing your job or suffer any forms of reprisal as a result.

The Public Interest Disclosure Act 1998 protects employees against detrimental dismissal as a result of any disclosure by them. Apple Tree Pre-School's whistle blowing policy, as set out, is in line with this Act.

We will not tolerate the harassment and victimisation of anyone raising a concern. Nor will we tolerate any attempt to bully someone into not raising any such concern. Any such behaviour is a breach of Apple Tree values and, if upheld following an investigation, could result in disciplinary action.

Who can raise concerns?

Anyone who works for Apple Tree Pre-School can raise concerns. This includes agency workers, temporary workers, students, volunteers, former employees and committee members. Process for raising and escalating a concern, please see Appendix 1.

What types of concern are covered?

A disclosure will qualify for protection if the concern raised relates to unlawful conduct. Specific examples include, but are not limited to:

- The breach of a legal obligation
- A miscarriage of justice
- Sexual or physical abuse
- Conduct which is an offence or a breach of law e.g. possession of drugs

Based at Sidmouth Church of England Primary School, Manstone Avenue, Sidmouth EX10 9TJ

Telephone No: 01395 577233

Email: appletreepreschool@live.com

Website: www.appletreesidmouth.co.uk

Registered Charity No. 1038724

Ofsted No: 105826





Apple Tree Pre-School

- Health and safety risks, including risks to the public as well as other employees
- Working under the influence of alcohol or drugs in the workplace
- Fraud and corruption.
- Damage to the environment
- Information relating to any of the above is being deliberately concealed or attempts are being made to conceal the same

There are existing procedures in place to enable you to lodge a grievance relating to your own employment (Grievance policy). Or in terms of a complaint please see the complaints procedure.

If your concern is about an immediate or current risk to an individual child or children, it is important that you follow the Appletree Pre-school Safeguarding policy.

The whistle-blowing policy is intended to cover major concerns that fall outside the scope of other procedures.

Who should I raise my concern with?

In the first instance any concern should be raised internally with your manager, deputy manager or your Designated Safeguarding Officer (DSO) or the deputy DSO.

Tracy Johnson, Manager/Designated Safeguarding Officer
Luana Patton, Deputy Manager/Deputy Safeguarding Officer

If raising your concern with your Manager or DSO does not resolve matters, or you do not feel able to raise it with them due to the concern relating to them, then you can contact:

Stacey Perryman, Committee Member & Designated Safeguarding Officer: sclapp45@gmail.com

If you feel the matter cannot be dealt with internally within the setting by management or committee or you feel the matter is not being dealt with, then you can raise your concern with Ofsted – the Office for Standards in Education.

Ofsted – contact can be made as follows:

- Dedicated Whistleblowing hotline: – 0300 123 4666 (Monday to Friday from 8.00am to 6.00pm).
- By email: Whistleblowing team – General_cie@ofsted.gov.uk.
- By post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

If you are worried at any stage about how to raise a concern, you should always seek independent advice at the earliest opportunity. This may be to check who may be best placed to deal with the concern or simply to talk the matter through in confidence first and discuss how to raise the concern, you can do this through;

The NSPCC, who offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.

Contact the Whistleblowing Advice Line on 0800 028 0285 or email help@nspcc.org.uk

Or by contacting your local Early Years and Childcare Advisor, Kerry Thorne 01392 383000
kerry.thorne@devon.gov.uk

Based at Sidmouth Church of England Primary School, Manstone Avenue, Sidmouth EX10 9TJ

Telephone No: 01395 577233

Email: appletreepreschool@live.com

Website: www.appletreesidmouth.co.uk

Registered Charity No. 1038724

Ofsted No: 105826





Apple Tree Pre-School

Confidentiality

Ofsted encourage either open or confidential whistleblowing as the best means for protecting staff/volunteer/student/committee members and for the concern to be addressed.

Ofsted will ensure that their work in the handling of all concerns, complaints and safeguarding issues complies with the requirements of the General Data Protection Regulations 2018 (GDPR) and the Freedom of Information Act 2000. Under the Freedom of Information Act, Ofsted has the legal obligation to provide information in response to a request unless the information is available by other means; it would not be reasonably practicable to supply it; or the information falls within the exemptions of the Act. If we receive requests for disclosure of information obtained under the whistleblowing procedure, we will always seek to maintain confidentiality where this has been requested. However, Ofsted cannot guarantee confidentiality in every case.

This policy encourages you, however, to put your name to your concern whenever possible. Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

Communicating with you

You will be treated with respect at all times; we will discuss your concerns and understand exactly what you are worried about. We will tell you how long we expect the investigation to take and keep you up-to-date with its progress.

How will we learn from your concern?

The focus of the investigation will be on improving the care we provide for the children that attend the setting. Where it identifies improvements that can be made, we will track them to ensure necessary changes are made and are working effectively.

What does the law say?

The Public Interest Disclosure Act (PIDA) 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing. The concern may relate to something that is happening or has happened in the past.

Under the Public Interest Disclosure Act, individuals are protected from reprisals for reasonably raising an honest and genuine concern internally, but you must be acting in the public interest and not for personal gain to be given this protection.

Based at Sidmouth Church of England Primary School, Manstone Avenue, Sidmouth EX10 9TJ

Telephone No: 01395 577233

Email: appletreepreschool@live.com

Website: www.appletreesidmouth.co.uk

Registered Charity No. 1038724

Ofsted No: 105826





Apple Tree Pre-School

The Public Interest Disclosure Act covers all workers, including temporary agency staff. The Act also provides protection should individuals have difficulty gaining a reference from an employer because they have raised a concern. It makes it clear that any clause in a contract that purports to gag an individual from raising a concern that would be protected under the Act is void.

The Act does not cover the self-employed or volunteers, this however, should not stop anyone from raising their concern. If a volunteer wishes to raise a concern they would follow this whistle blowing policy or they could contact the NSPCC 0800 028 0285 or email help@nspcc.org.uk for advice.

Signed: _____ Date: _____
Marie Trivett, Chairperson

Next review date: February 2019

Based at Sidmouth Church of England Primary School, Manstone Avenue, Sidmouth EX10 9TJ

Telephone No: 01395 577233

Email: appletreepreschool@live.com

Website: www.appletreesidmouth.co.uk

Registered Charity No. 1038724

Ofsted No: 105826





Whistle blowing Policy

Step One

Initially if you have a concern about a risk, malpractice or wrongdoing at work, we hope you will feel confident to raise it first with the Settings Manager, Tracy Johnson, ideally this should be done in writing. You should make clear:

- The nature of the concern
- The reason for being concerned
- Any relevant names, dates and places
- Any personal interest you have in this issue

Step Two

If you feel unable to raise the matter with the settings Manager, for whatever reason, please raise the matter with either the named Designated safeguarding Officer (DSO) or the deputy DSO:

Tracy Johnson, Manager/Designated Safeguarding Officer
Luana Patton, Deputy Manager/Deputy Safeguarding Officer

Step Three

If you still feel unable to raise the concern with either your manager or any of the DSO's, you can speak to the Committee Safeguarding Officer:

Stacey Perryman, Committee Member & Designated Safeguarding Officer: sclapp45@gmail.com

Step Four

If these all these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, see below:

- If you wish to raise concerns about the setting/manager/committee
 - **Ofsted**
 - Dedicated Whistleblowing hotline – 0300 123 4666 (Monday to Friday from 8am to 6pm)
 - By email to the Whistleblowing team – cie@ofsted.gov.uk
 - By post: WBHLOfsted, Piccadilly Gate, Store Street, Manchester M1 2WD
 - **NSPCC**
 - Who offer free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation.
 - Contact the Whistleblowing Advice Line on 0800 028 0285 or email help@nspcc.org.uk