

Kiddy Academy Whistle Blowing Policy

Introduction

Kiddy Academy Day Nursery expect the highest standards of conduct from all employees, and will treat seriously any concern that an employee may have about illegal or improper conduct.

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the manager or other professionals any serious impropriety or breach of procedure.

Purpose

The procedure is designed to enable employees to notify the manager of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the reputation of the Nursery and to help maintain public confidence.

It is a procedure in which the manager will **expect to act swiftly and constructively** in the investigation of any concerns in accordance with the nursery's disciplinary procedure.

Concern about a colleague's professional capability should be dealt with using this procedure.

When should it be used?

The procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about her own situation.

Employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Employees must act in good faith and must have reasonable grounds for believing the information to be accurate.

- No employees who use this procedure in good faith will not be penalized for doing so.
- The nursery will not tolerate harassment/ or victimization of any employee raising concerns.

Blowing the Whistle on Malpractice.

Malpractice covers a wide range of concerns. The types of activity that should be disclosed include but are not limited to the following:-

- fraud or corruption
- unauthorized use of Nursery goods
- concerns of causing significant harm to employees or children
- failure to comply with legal obligations
- endangering of an individual's health and safety
- damage to the environment

- a criminal offence
- showing undue favour to a employee or trainee

Mechanism for raising concerns

Where the issue concerns your manager or, having made your report, you believe she has failed to take appropriate action, then you should bring it to the attention of the directors or area manager , or you can contact Ofsted helpline on 0300 123 1231 or LADO 225 8101/2258103

Depending on the nature of the concern, the complainant will be asked to do this in writing. It will be helpful to note down any facts and dates as they happen.

Employees who want to use this procedure but feel uneasy about it may wish to consult a trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19

