

Parkside Playgroup

Whistleblowing Policy Statement

It is important to the playgroup that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The playgroup therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the playgroup or the way in which the playgroup is run.

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

Whistleblowing relates to all those who work with or within the playgroup who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

- Report any concerns to management.
- All employees and those involved with the playgroup should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- 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. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure the playgroup's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to Ofsted.

You can contact Ofsted's hotline in three ways.

Call on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) **Email** at whistleblowing@ofsted.gov.uk.

Write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

This policy was adopted at a meeting of

Parkside Playgroup

Held on

Sept 2021

Date to be reviewed

Sept 2022

Signed on behalf of the provider

Name of signatory

Brenda Henrick

Role of signatory

Chairperson