

Parkside Playgroup

3. Whistleblowing

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 whistle blowing procedure must be followed in the first instance if:

a criminal offence has been committed, is being committed or is likely to be committed,

- a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements,
- a miscarriage of justice has occurred, is occurring or is likely to occur,
- the health and safety of any individual has been, is being or is likely to be endangered,
- the working environment has been, is being or is likely to be damaged,
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed.

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their designated safeguarding lead.
2. Staff who are unable to raise the issue with their designated safeguarding lead should raise the issue with the manager.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a chairperson, they should raise the matter with the chairperson.

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals.

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.

Contact Ofsted at:

- enquiries@ofsted.gov.uk
- 0300 123 4666 (Monday to Friday from 8.00am to 6.00pm).
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Safeguarding is everyone's responsibility. All adults working within the setting maintain an attitude that 'it could happen here' and act immediately upon any concern, however small. Concerns are taken seriously, recorded appropriately and responded to in accordance with safeguarding procedures.

This policy was adopted at a meeting of

Parkside Playgroup

Held on

Sept 2026

Date to be reviewed

Sept 2027

Signed on behalf of the provider

Name of signatory

Brenda Henrick

Role of signatory

Chairperson