

# Whistleblowing Policy

## *Statement of Intent*

The purpose of this policy is to make it clear that you can raise your concerns in confidence without fear of victimisation, subsequent discrimination or disadvantage. Bishy Barnabees Day Nursery encourages you to raise serious concerns in the first instance within the Nursery rather than overlooking a problem or 'blowing the whistle' outside, and we would rather that you raised the matter when it is just a concern rather than waiting for proof.

## *Our aim*

This policy aims to:

- Encourage you to feel confident in raising serious concerns and to question and act upon concerns;
- Provide avenues for you to raise those concerns 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 raised any concern in good faith.

## *Relevant concerns covered by this policy*

This policy includes your concerns about:

- Conduct which is an offence or breach of law;
- Harassment of others;
- Sex, race or disability discrimination against others;
- Disclosures related to miscarriages of justice;
- Health and safety risks, including risks to the public as well as other employees;
- Damage to the environment;
- Possible fraud and corruption;
- Sexual or physical abuse of children;
- Breaches of the Nursery's policies and/or procedures
- Anything that makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Nursery subscribes to; or
- Other unethical or improper conduct (not otherwise included in this list)
- Concealing information about any of these matters.

It should be emphasized that this policy is intended to assist individuals who have discovered malpractice or serious wrongdoing, provided they make the disclosure in accordance with the Policy.

## *The Nursery's Promise to you*

- The Nursery is committed to good practice and high standards and wants to be supportive of employees and others who work at the Nursery.

- The Nursery recognizes that the decision to report a concern can be a difficult one to make. If you raise your concern based on reasonable belief and in good faith, you have nothing to fear because you will be doing your duty to your employer. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.
- The Nursery will not tolerate any harassment or victimization (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith, even if you are genuinely mistaken in your concerns. Any harassment or victimization of a whistleblower may result in disciplinary action against the person responsible for the harassment or victimization.
- Any investigations into allegation arising from your whistleblowing will not influence or be influenced by any other personal procedures to which you may be subject.

### *Confidentiality*

- All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. If we are not able to resolve your concern without revealing your identity we will discuss this with you.

### *Anonymous allegations*

- This policy encourages you to put your name to your allegation whenever possible.
- Concerns expressed anonymously are much less powerful but may be considered by the Nursery taking into account;
  - The seriousness of the issues raised
  - The credibility of the concern: and
  - The likelihood of confirming the allegation from the attributable sources

### *The Responsible Officer*

- Louise Kerry has overall responsibility for the maintenance and operation of this Policy. Louise will maintain a record of concerns raised and the outcomes (but in a form which does not endanger your confidentiality).

This policy was adopted in August 2012, Updated July 2015. See anti-bullying policy.

Reviewed March 2017