



# Rainbow Teddies Pre-school Policy Document

## Whistle Blowing

### Safeguarding & Welfare Requirements:

1) Child Protection

2) Suitable People

### EYFS Key Themes and Commitments:

*A Unique Child*

*Positive Relationships*

*Enabling Environments*

*Learning and  
Development*

This policy was adopted at a meeting on: .....

Review Date: .....

Signed: ..... on behalf of the Management Committee

Print Name: ..... Position: .....

Signed: ..... Pre-school Manager



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## Whistle Blowing

Rainbow Teddies is committed to the highest possible standards of transparency, honesty and accountability. We encourage employees **and any other individuals** who may have concerns about any aspect of our working practice, to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can take appropriate action, without fear of reprisals.

***Employees have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Employees are responsible for the safety and well-being of all children attending the setting and this takes priority over loyalty to colleagues.***

**This policy is intended to:**

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice that may affect the safety and well-being of any child within the setting
- Ensure concerns are appropriately investigated
- Protect those who raise concerns, from victimisation or retaliation

The setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to compliment these and to cover concerns which fall outside the scope of other procedures.

### **Confidentiality:**

The Manager/Management Committee will endeavour to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed and the person raising the concern may be asked to provide written or verbal evidence. If a person's identity is to be disclosed, he/she will be informed before the disclosure, with reasons given as to why the disclosure is necessary. Having raised the concern with Manager/Management Committee, the complainant should not discuss the issue with any other person, either in/outside the setting.



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## Untrue Allegations:

If an allegation is made in good faith, but is not confirmed after appropriate investigations, no action will be taken against the complainant. If however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

## Raising a concern:

- In the first instance concerns should be raised with the Manager, however this may not always be appropriate, in which case the Management Committee should be contacted (***contact list at end of policy document***)
- Any person making an allegation will be required to demonstrate that there are sufficient grounds for concern.
- Concerns are best raised in writing and should contain factual information, including names, dates and places where possible, along with the reason for concern.
- If concerns are raised but not put in writing then the person, to whom concerns are raised, will make a written record of the discussion, which will require the complainant to sign to confirm its accuracy.

## What NOT to do:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Discuss the issue with anyone other than the designated persons (i.e. Manager or Management Committee)
- Within a week of receipt of any concern, the Manager/Management Committee will issue a written acknowledgment to the complainant and the matter will be investigated. Within two weeks the Manager/Management Committee will inform the complainant of the outcome of any investigation. If concerns are still held then Social Services and/or Ofsted can be contacted (***contact details at end of file***)