**Whistleblowing Policy**

**Definition: Whistleblowing is raising a concern about malpractice within an organisation. It relates to all those who work with, or within, the organisation, who may from time-to-time think that they need to raise with someone in confidence certain issues relating to the organisation.**

It is important to Robin Nursery School that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation’s business, is reported and properly dealt with.

This policy is underpinned by the Public Interest Disclosure Act 1998, which encourages all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the setting is run.

We recognise that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation’s success ensured.

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.

**Procedure**

* Report any concerns to the nursery manager. If this is not possible, then report your concerns to the committee chairperson.
* All employees and those involved with Robin Nursery should be aware of the importance of preventing and eliminating wrongdoing within the setting. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
* You should be watchful and report ant wrongdoing. Wrongdoing could include:
* Abuse of a child or vulnerable person
* A child, parent, employee or volunteer being put at risk of harm
* Unsafe working practices
* A failure to comply with statutory or legal obligations
* A criminal offence which has or is about to be committed
* The use of unsafe equipment
* Falsification of financial records
* Bribery and/or corruption which has taken place or is about to take place
* Covering up wrongdoing or malpractice
* Any matter you raise under this procedure will be investigated thoroughly, promptly and as confidentially as possible, 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.
* If you make a malicious, vexatious or false allegation then this will be considered a disciplinary offence.
* If you are told not to raise or pursue any concern, even by a person in authority such as the manager, you should not agree to remain silent. In this event you should report the matter to the committee chairperson.

For independent advice contact:

Public Concern at Work

Website – [www.pcaw.org.uk](http://www.pcaw.org.uk)

Helpline – 020 7404 6609

April 2016