



Whistleblowing Policy

It is our intention to encourage and enable employees to raise serious concerns within the setting, and for staff to have the right and individual responsibility to raise matters of concern regarding poor practice at work.

Aims

To have a clear procedure in place which enables individuals to raise genuine and legitimate concerns, and to support staff in this procedure. To protect those making the complaint from victimisation or retaliation.

Methods

In the first instance, the incident should be reported to the manager, Lorraine Oliver or, if this is not appropriate, the Deputy, Beverley Cole. Concerns are best reported in writing or, if preferred, the concern will be noted as a written report and signed by the person raising the concern.

Within a week of receipt of your concern, you will receive a written acknowledgement and a copy of your statement where appropriate.

Within 2 weeks you will be informed of the action to be taken and to be kept informed of the progress and any outcome of the investigation.

If you are not satisfied with the outcome, you will be advised to contact the Ofsted Whistleblowing hotline on 0300 123 1231 to seek advice on what action to take.

Confidentiality will be maintained wherever possible, and the employee will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting.