

WHISTLE BLOWING POLICY

(Definition: Whistle blowing is raising a concern about malpractice within an organisation).

Hamble Village Playschool strongly believes that the children who attend our setting have a right to play and learn in a safe and positive environment.

This policy is to enable individuals (staff, volunteers, committee members and students) the right to make a complaint should they witness any concerns surrounding the protection of children or adult behaviour within Hamble Village Playschool.

Bringing a complaint or concern to the Manager, Chair of the Committee or another professional body is the responsibility of everyone. It requires strength and bravery to stand up for children's rights, this policy will help you should the need ever arise.

This policy provides individuals in the workplace protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the *Public Interest Disclosure Act 1998*, which encourages people to raise concerns in order to promote good governance and accountability in the public interest.

The Act covers behaviour which relates to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to the health and safety of an individual and/or the environment
- Deliberate concealment of information of any of the above.

This policy is designed to nurture a culture of openness and transparency which makes it safe and acceptable for an employee, volunteer, student or committee member to raise a concern in good faith. It is not an alternative to the Grievance and Disciplinary Policy and should be read alongside the policies on Safeguarding, Staffing and Employment and Confidentiality.

Hamble Village Playschool is committed to providing paid and unpaid staff with an effective mechanism for dealing with situations that arise from concerns within the workplace.

An employee, volunteers, student or committee member who, acting in good faith, wishes to raise a concern should normally report the matter to the Manager who should advise the individual of the action she will take in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If the individual feels they cannot discuss the matter with the Manager or if they still have concerns after informing the Manager, the concern should be reported to the Chair of the Committee. The Chair will decide (in consultation, if necessary, with other professional bodies such as the Area Safeguarding Board, The PLA or Ofsted) what action is to be taken. This may include whether the concern can be dealt with through the groups own Grievance policy.

A disclosure, in good faith, to the Manager or the Chair will be protected. Confidentiality will be maintained wherever possible. The individual raising the concern will not suffer any detrimental treatment and will be supported as much as possible.

There are no restrictions in Employment law relating to length of service or age of individual. Under the Public Interest Disclosure Act, employees may safely seek legal advice on any concerns they have about malpractice. This Act does not at present cover volunteers.

This policy was adopted at the AGM of	Hamble Village Playschool	<i>(name of provider)</i>
On	16 March 2016	<i>(date)</i>
Date to be reviewed	February 2017	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Trevor Smith	
Role of signatory (e.g. chair, director or owner)	Chairperson	