



Whistle Blowing Policy and Procedures

Definition of Whistle Blowing:

Whistle Blowing is raising a concern about malpractice within an organisation. It is primarily for concerns where the interest of others or the organisation itself is at risk. Whistle Blowing is very different from making a complaint.

Tiny Feet Policy:

Tiny Feet Preschool promotes and encourages good staff communication and any questions of bad practice should be dealt with satisfactorily before the need for Whistle Blowing. Staff should feel they can share and raise questions about any areas of concern. This can happen at any time during the day or use their Supervision time to make their feelings known about the situation. However the responsibility for whistle blowing rests with a member of staff who is aware or has concerns regarding unacceptable practice even though “whistle blowing” may cause ill feeling and create difficult and problematic situations. Any issues concerning area of bad practice must be dealt with in the early stages and hopefully preventing any escalation. Staff who ignore the early warnings may find themselves implicated in the bad practice.

It is not intended that this policy be a substitute for an alternative to the setting’s form Grievance Procedure but is designed to nurture a culture of openness and transparency within the setting. This help makes it a safe and acceptable for employees and volunteers to raise in good faith a concern they may have about misconduct or malpractice.

An employee or volunteer who acting in good faith wishes to raise a concern should normally report the matter to the Manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

Procedure on how to report Whistle Blowing:

- Identify the poor practice
- Are there any witnesses that can support you
- Record exactly what you have witnessed. Making sure you put the time and date on the record.
- Confide in someone objective and trustworthy. For example Manager/Deputy Manager.

- Get support from colleagues
- Get the support of an independent Organisation such as the Early team at Somerset County Council or NSPCC
- Use formal procedures for complaints
- Keep copies of all correspondence and relevant information
- Ask to be kept informed about the outcomes of the investigation
- If your complaint is ineffective in Tiny Feet Preschool then contact the Early Years Team or Ofsted on 0300 123 3155 or email: whistleblowing@ofsted.gov.uk for advice on what steps to follow.
- A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising a genuine concern about misconduct or malpractice within the organisation.

Policy will be reviewed annually.

Signed _____

Name of Signatory _____

Position _____