

## Acorn Pre-school and the Mighty Oaks Clubs, Shefford

### Policy and Procedure

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#### Whistleblowing Policy

**General Welfare Requirement: Suitable People**  
 Providers must ensure that people looking after children, suitable to fulfil the requirements of their role.

#### Policy statement

Whistleblowing is raising a concern about malpractice. Acorn and Mighty Oaks is committed to being an outstanding pre-school, promoting organisational accountability and maintaining public confidence. Therefore, it is important to Acorn, that any fraud, misconduct or wrongdoing by employees, volunteers or committee members, is reported and properly dealt with.

This policy provides individuals at Acorn and Mighty Oaks with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning & Development
1.2 Inclusive Practice 1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	

#### Procedures

It is not intended that this policy be a substitute for or, an alternative to, our formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the Acorn, which makes it safe and acceptable for anyone to raise, in good faith, a concern they may have about misconduct or malpractice.

- Any staff member or volunteer, who has a concern about misconduct or malpractice in the setting, should first of all talk over their concerns with the manager.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially.
- Most concerns will be resolved amicably and informally at this stage.
- If this does not have a satisfactory outcome, or if the problem recurs, the staff member or volunteer should put the concern in writing to the chair of the management committee.
- If the member of staff or volunteer feels the matter cannot be discussed with the manager or committee, they should contact Ofsted on 0300 123 1231 for advice on what steps to follow.

- If misconduct is discovered as a result of any investigation our disciplinary procedure will be used, in addition to any appropriate external measures.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to the Chairperson.
- A disclosure in good faith to the manager will be protected. Confidentiality will be maintained wherever possible and the staff member or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting.
- However, if it turns out to be a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken.

**Legal framework**

Public Interest Disclosure Act 1998  
 Data Protection Act 1998  
 Human Rights Act 1998

This policy gained staff consent on 10<sup>th</sup> February 2016

This policy was the subject of parent consultation between 29<sup>th</sup> February and 14<sup>th</sup> March 2016

This policy was adopted at a minuted full meeting of the Committee held on

Confirmed on behalf of Acorn Pre-school and the Mighty Oaks Clubs

Signature .....

Position ..... Date .....