

Safeguarding and Welfare Requirement: Information and Records

Providers must put in place a written procedure for dealing with concerns and complaints



3.9 Whistleblowing

Policy statement

It is important for the Playgroup that any fraud, misconduct or wrongdoing by employees or people involved with the Playgroup is reported and properly dealt with.

Therefore, the Playgroup encourages all individuals to raise any concerns that they may have about the conduct of others in the Playgroup setting or the way in which the Playgroup is run.

We recognise that effective and honest communication is essential if malpractice is to be dealt with effectively.

Whistleblowing is separate from the grievance procedure. If any person involved with the Playgroup has a concern about malpractice, they should report any concerns to the Playgroup Manager. If this is not possible then concerns can be reported to the management committee.

All employees and individuals involved in the Playgroup should be aware of the importance of preventing and eliminating wrongdoing within the Playgroup.

Everyone should be watchful for illegal, inappropriate or unethical conduct and report anything that they become aware of.

All matters raised will be investigated thoroughly, promptly and confidentially and the outcome of the investigation reported back to the person who raised the issue.

There will be no victimisation of anyone raising a concern and their employment or promotion prospects will not be prejudiced because they have raised a legitimate concern. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.

If misconduct is discovered as a result of an investigation the Playgroup's disciplinary procedures will be used as well as any external measures, if appropriate.

Anyone who makes a malicious, vexatious or a false allegation this will be considered to be a disciplinary offence and dealt with under the Playgroup's disciplinary procedures.

An instruction to cover up wrongdoing is itself a disciplinary offence. If an individual is told not to raise a concern, even by their line manager, they should report the matter to the management committee.

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| This policy was adopted at a meeting of | Foundry Lane Community Playgroup Management Committee |
| Held On | 05/01/12 |
| To be reviewed | Annually |
| Signed for and on behalf of Foundry Lane Community Playgroup Management Committee | |
| Name of Signatory | V. Whybrew |
| Role of Signatory | Chairperson |

| Review Date | Reviewed By (Name) | Role | Signed |
|-------------|--------------------|-------------|--------|
| 05/01/12 | V. Whybrew | Chairperson | |
| 19/06/12 | B. Angel | Chairperson | |
| 28.02.13 | B. Angel | Chairperson | |
| 31.01.15 | C. Carstairs | Treasurer | |
| 18.01.16 | S. Andrade | Chair | |
| 22.02.17 | S. Andrade | Chair | |
| 22.02.18 | J. Tanner | Chair | |
| 14.03.19 | J. Stephens | Chair | |
| 12.03.2020 | J. Stephens | Chair | |
| 12.02.2021 | J. Stephens | Chairperson | |
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