



ROMPERS PRIVATE NURSERY

WHISTLEBLOWING POLICY



Policy Statement:

At Rompers we believe people have the right to raise concerns about misconduct or malpractice in the work place. This policy provides individuals in the work place with protection against victimisation or punishment when they raise a concern about practice in the work place. This policy is not an alternative to Rompers Complaint policy.

Aims of this Policy:

- The owner/manager will take on board any concerns within the nursery
- To ensure all staff are confident and aware about the Whistleblowing procedure
- To respond to any concerns fairly and appropriately
- Staff feel confident to raise any concern.
- This policy applies to everyone, including Volunteers and any Support staff.

Procedures:

- At monthly staff meetings reassure staff that concerns can be raised safely and that open discussions are welcomed
- Make new staff aware of this policy at induction stage
- Any concerns should be raised with management or owner either verbally or in writing. If manager or owner fail to do this then there can be an investigation which can result in gross misconduct.
- Ensure all employees are aware of meeting the misconduct and malpractice (Malpractice applies to people at work raising genuine concerns about crime, civil offenses including negligence, breach of contract, breach of administrative law, miscarriage of justice, danger of health and safety of the environment and the cover up of any of these.
- When concerns are raised, the owner/manager will investigate and record concerns quickly and ensure no unfair treatment occurs as a result of the disclosure
- Any concerns raised should be confidential.
- Staff should think "Don't think what if I am wrong, what if I am right?"
- Any staff member raising a concern should be legally protected from any disadvantage or victimisation from their employer. Any victimisation from other staff should be treated as a disciplinary action.
- Any concerns and who brought the concern forward will remain confidential
- Ensure all staff are aware of what comes under whistle blowing. e.g criminal offences, threats to health and safety, damage to the environment, breaking the law, breaking any contracts or obligations or covering up any wrongdoings.
- Ensure all staff are aware of where to voice any complaints.

- An investigation must take place after any complaints raised.
- All staff have and continue to take part in CPD about whistleblowing, keeping their knowledge refreshed.

Monitoring:

- To ensure all staff are given the opportunity to voice concerns at monthly staff meetings or at any time of concern
- All staff are respected when raising a concern not matter the circumstances.
- Examine records of Whistleblowing and examples of misconduct, consider outcomes with a view to lessen such occurrences

Review:

Date	Management	Track of Changes
August 2021	P. Guthrie	none