



## 1.2a Whistleblowing

It is important to Bobtails Playgroup that any fraud, misconduct or wrongdoing by employees or people engaged in the organisations business, is reported and properly dealt with. The Pre-School therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the Pre-School or the way in which the Pre-School is run.

Bobtails Playgroup recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the organisation's success ensured.

Whistleblowing relates to all those who work with or within Bobtails Playgroup who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances you should use the normal grievance procedure. If you have a concern about malpractice within the organisation then you should use the procedure outlined below.

If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.

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, you should not agree to remain silent. In this event you should report the matter to a more senior member of the committee e.g. the Chair of the Committee or an alternative director.

- Report any concerns to the Pre-School Leader. If this is not possible, then report your concerns to a member of the committee or director.
- All employees and those involved with the Pre-School should be aware of the importance of preventing and eliminating wrong doing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you 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 any investigation under this procedure the PreSchool's disciplinary procedure will be used, in addition to any appropriate external measures.

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Free confidential advice is available from the **independent whistleblowing charity 'Public Concern at Work'**, this charity can provide support to decide whether and/or how to raise your concern. Their contact number is 020 7404 6609 or email [Whistle@pcaw.org.uk](mailto:Whistle@pcaw.org.uk). children, they may wish to contact the **Ofsted Whistleblower hotline on 0300 123 3155** or email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or write to : **WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD.**