



## **WHISTLE BLOWING POLICY & PROCEDURE**

At Woodcroft Pre-school & wrap around care it is important that any fraud, misconduct or wrong doing by employees, volunteers or people engaged in the organisations business, is reported and properly dealt with. We encourage all individuals to raise any concerns they have about the conduct of others in the setting, or how the setting is run. We realise that effective and honest communication is essential for malpractice to be efficiently dealt with.

Whistle blowing relates to all those who work with or within the setting, it gives individuals an opportunity to raise in confidence any issues or concerns they may have that relates to the organisation, it is not a grievance. If the issue or concern effects your own personal circumstances then the settings grievance procedures should be followed.

Whistle blowing procedures:

- Reports should be passed on to your manager, if unable to then it needs to be reported to a more senior manager.
- It is the responsibility off all staff to report any illegal, inappropriate or unethical conduct.
- All reports will be fully investigated and you will be informed of the outcome, confidentiality will be observed.
- Whistle blowing will not lead to victimisation or effect any future promotions.

- Any victimisation will be dealt with through disciplinary procedures.
- If misconduct is uncovered through an investigation, disciplinary procedures will be followed.
- If a report is found to be a malicious or false allegation, disciplinary procedures will be taken against the whistle blower.
- If asked to cover up a wrongdoing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a manager, this should be reported to a more senior manager

This policy was adopted October 2019

Director:

Company secretary:

Woodcroft Pre-school and Wrap around Care.