



Early Learning and Childcare Centre

WHISTLEBLOWING POLICY

Ferryfield is committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

This policy, which is underpinned by the Public Interest Disclosure Act 1998, provides protection from victimisation or punishment when an individual in the workplace raises a genuine concern about misconduct or malpractice in Ferryfield. The Act covers behaviour which amounts to: A criminal offence, failure to comply with a legal obligation, danger to the health and safety of an individual and / or the environment or a deliberate concealment of information about any of the above.

- A staff member who, acting in good faith, wishes to raise a concern should normally report the matter to the Manager, who will advise the staff member of the action they will take in response to the concerns expressed.
- Concerns should be investigated and resolved as quickly as possible.
- If the staff member feels the matter cannot be discussed with the Manager, they should report it to the Chairperson, or if they are unavailable, they may contact another member of the Management Committee.
- The Chairperson/Committee member will decide what action is to be taken.
- A disclosure in good faith will be protected.
- Confidentiality will be maintained wherever possible.
- The staff member will not suffer personal detriment as a result of raising a genuine concern about misconduct or malpractice within Ferryfield.
- Staff members are entitled to expect fair and reasonable treatment from their employer and colleagues.
- Ferryfield has in place formal procedures that staff members can use if they feel they have been unfairly treated or discriminated against.
- Staff members can seek advice from professional advice services, such as ACAS or SCSWIS as they see fit.

Adopted by the Committee

Date

August 2016