Sticky Fingers Pre-School
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25 – Whistleblowing Policy

Our Aim

This document has been written to comply with the "Public Interest Disclosure Act 1998", which gives significant protection to employees who disclose information reasonably and responsibly in the public interest and are victimised as a result. The Act provides strong reasons why organisations should set up whistle blowing policies in order to foster a climate of openness and dialogue which encourages staff to feel able to raise concerns sensibly and responsibly without fear of victimisation.

The policy gives clear guidance to all members of staff regarding the correct procedure for bringing to attention any wrongdoing, or suspected wrongdoing, which they feel could affect the reputation of the pre-school, other members of staff, visitors, children, or any other organisation or persons connected with the home.

We wish to encourage our staff at all levels to keep their eyes open, and to raise such concerns in a sound way to demonstrate and ensure good practice in all our activities.

For the purpose of this policy we consider that examples of potential malpractice in Sticky Fingers Pre-School would include one or more of the following:

- Criminal Conduct - This applies to an offence that has been committed, or is likely to be committed.
- Disclosure that relates to a miscarriage of justice.
- Breach of Health and Safety, or Health and Hygiene Regulations.
- Breaches of any of Sticky Fingers Policies and Procedures.
- Fraud.
- Environmental Risks
- Failure to Comply with Legal Obligations
- Acts of Abuse – This is regarding sexual, physical or verbal abuse of children, parents, staff, or other visitors to the setting, neglect of the children under the member of staff's care, or any other behaviour which a member of staff genuinely finds unacceptable or inappropriate. See also our Child Protection Policy (8a).
- Other Unethical Conduct
- The Deliberate Concealing of Information relating to any of the above points

The policy outlines:

- Our commitment to openness and good communications.
- The ways of raising concerns in the workplace for our staff.

- The availability of support to those raising issues of concern.
- That we will be as hard on those who make malicious allegations, as with any other wrongdoing.

This procedure should not be confused with the Grievance Procedure (12), which should be used where the employees are aggrieved with their personal position. Parents who are aggrieved about their individual situations should use the Complaints Procedure (5).

Communication and Openness

We consider that our employees have a considerable contribution to make in the development of our organisation, and ensuring a constantly improving quality of service. Their contribution can be ensured by good communications throughout the organisation enabling them to raise good ideas and concerns without fear or favour.

The pre-school has developed policies, which meet the requirements of the law, the registration authority and good practise in early years education. Particularly relevant in this area are our policies relating to Child Protection (8a), Health and Safety (9), Food and Drink (11), and Equality and Diversity (6).

Raising Concerns in the Workplace

We recognise that reporting a concern can be difficult, but the setting will support individuals through the process, and take appropriate action to protect staff. It is a staff member's duty to report concerns immediately through the channels detailed below.

Any employee who has a concern should raise it first with the Pre-School Manager or the Pre-School Deputy Manager, if the Manager is not available. The Committee Chairperson will be available to all staff if that is more appropriate.

Employees should be assured that management will support all those who have an honest and reasonable suspicion that malpractice has occurred, is occurring, or is likely to occur. They will be promised confidentiality, if they so request, and protected from reprisals.

When an employee feels that they cannot raise the concern with their immediate Pre-School Manager, or Committee Chairperson, advice can be obtain from 'Protect' on 0203 117 2520 (www.protect-advice.org.uk) who will help the employee to choose the best course of action.

If a member of staff wishes, then allegations can be made anonymously by writing to either the Pre-School Manager, or the Committee Chairperson. All anonymous allegations will be considered in the context of the following:
- The seriousness of the information raised.
- The credibility of the concern/allegation.
- The likelihood of confirming the allegation from attributable sources.

Any member of staff making an allegation must:
- Disclose the information in good faith.
- Believe it to be substantially true.
- Not act maliciously, or make false allegations.
- Not seek any personal gain.

If an allegation is made we promise to:

- Respect confidentiality.
- Investigate thoroughly.
- Provide support and protection, if necessary.
- Agree to report back on the outcome of our investigations and, if possible, on any resultant action that is proposed.

Untrue Allegations

If an allegation is made, but not confirmed by an investigation then there will be no blame laid on either party, providing the allegation was made in good faith, and in the public interest.

Malicious Allegations

The pre-school will be equally firm with those employees who make false allegations maliciously. They could leave themselves open to disciplinary action and even dismissal depending on the circumstances.

Distribution and Review

This policy will be provided to every employee of Sticky Fingers Pre-School at staff induction and be explained in full. The Committee will review this document annually or as circumstances dictate.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton