



# **NORTHLEACH PLAYGROUP**

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

## **Whistle Blowing Policy**

### **Statement of Intent**

We encourage a free and open culture when dealing with employees and all people with whom we engage business.

We recognise that effective and honest communication is essential if malpractice is to be dealt with effectively.

### **Aim**

This policy provides guidance to all those who may feel that they need to raise certain issues relating to Northleach Playgroup to someone in confidence.

### **Method**

#### **Subject matters of Disclosures**

This policy will apply in cases where one of the following sets of circumstances has occurred within Playgroup:-

- A criminal offence has been committed, is being committed or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject.
- That a miscarriage of justice has occurred, is occurring or is likely to occur.
- The health and safety of an individual has been, is being or is likely to be endangered.
- The environment has been, is being or is likely to be damaged.
- Information intending to show any matter of failing within any matter of the proceeding deliberately conceals information.

Northleach Playgroup wishes to support well-intentioned whistle blowers in using the disclosure procedure even if their fears subsequently turn out to be ineffective.

#### **Procedures for making a Protected Disclosure**

- If a person wishes to raise or discuss any issues which might fall into the above categories, they should speak to the chairperson who will treat the matter in

confidence. In all cases the safety of an individual whistle-blower is of paramount importance. Immediate action must be taken by any person who believes that any individual is likely to be endangered.

- They may make a disclosure verbally or in writing. Following the disclosure the person will be invited to attend a meeting to discuss their concerns. Every effort will be made to arrange the meeting no later than 7 calendar days after the disclosure was first made.
- At the meeting the person will have the opportunity to raise their concerns in detail. They have an obligation to report all relevant information in order to assist the next stage.
- A written summary of the content of the meeting will be made and agreed by the person. A copy of the notes will be kept on file as evidence.
- They may be accompanied to the meeting with a person who may act as a witness. A member of the committee may also attend the meeting.
- The person to whom the disclosure is made will assess what further investigation is required and inform you of the nature and timescale of such investigation.
- Following the investigation the person will be informed of the outcome and the course of action and the proposed timescale during which action will be taken
- The person will not be disciplined, dismissed or receive any detriment as a result of making a protected disclosure by complying with the procedure set out in this clause unless the disclosure is made in bad faith.

#### **Disclosure to the External Body**

If you are not satisfied that the disclosure is either not being adequately dealt with or within a reasonable agreed time period then Ofsted or LADO should be informed:

**Tel: 0300 123 3155/01452 426994**

#### **Legal Protection**

By following the above procedure you will be afforded by legal protection under the Public Interest Disclosure Act 1998 and will be supported by Northleach Playgroup when you have acted in good faith regardless as to whether any further investigations supports the complaint.

If a disclosure is made in bad faith or concerns information which you do not believe is true then such a disclosure will constitute a disciplinary offence and may constitute gross misconduct for which dismissal maybe the result. The Disciplinary Policy and Procedures will be referred to.

Signed on behalf of the Management Committee \_\_\_\_\_

Role of signatory (e.g. chairperson etc.) \_\_\_\_\_