**Whistleblowing Policy**

It is important in the early years setting that any fraud, misconduct or wrongdoing by employees or people engaged in Kingfisher Kindergarten Ltd, is reported and dealt with. The early years setting therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

Kingfisher Kindergarten recognises that effective honest communication is essential if malpractice is to be effectively dealt with and the organisations success ensured.

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

Malpractice could be an Act of:-

* A criminal offence
* Failure to comply with any legal obligation
* A miscarriage of justice
* Danger, health and safety of an individual and/or environment
* Deliberate concealment of information about any of the above.

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 Kingfisher Kindergarten then you should use the procedure below.

* Report any concerns to your manager. If this is not possible, then report your concerns to the owner, La-Ryne Baker.
* All employees should be aware of the importance of preventing and eliminating wrongdoing within Kingfisher Kindergarten. You should be watchful for illegal, or 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 will not be jeopardised because you have raised a legitimate concern.
* Victimisation of an individual for raising a qualified disclosure will be e disciplinary offence.
* If misconduct is discovered as a result of any investigation under this procedure, Kingfisher Kindergartens disciplinary procedure will be used, in addition to any inappropriate external measures.
* If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and 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 such as a manager, you should not agree to remain silent. In this event you should report the matter to a more senior person.

**The law on whistleblowing**

As a whistleblowing body, we seek to protect callers against unfair treatment should they make a disclosure relating to child protection.

A disclosure qualifies for protection if it falls into one of a list of categories which include:

* if the health or safety of any individual has been, is being or is likely to be endangered
* if a criminal offence has been committed, is being committed or is likely to be committed.



Callers are protected by law - they shouldn't be treated unfairly or lose their job because they 'blow the whistle'. People can raise their concern at any time about an incident that happened in the past, is happening now, or they believe will happen in the near future.

This protection is applicable in England only, although the whistleblowing advice line can support and advise professionals across the UK.

**Who can call?**

Anyone can call our whistleblowing advice line if they have a concern about a child and how that concern is being handled. We urge professionals contact the NSPCC as soon as they believe:

* their own or another employer will cover it up
* their employer will treat them unfairly for complaining
* the concern hasn't been sorted out and they have already told them about it.

The advice line provides free help and advice to people who suspect their organisation might be putting children at risk, even if they're not certain that this is the case. You can call the advice line about an incident that happened in the past, is happening now, or that you believe might happen in the future.

But, the advice line isn't intended to replace any current practices or responsibilities of organisations working with children. We encourage professionals to raise any concerns about a child to their own employer in the first instance.

## **What happens when you call?**

All callers are protected by law. One of our trained practitioners will discuss:

* details of the case with you
* the possible protection available to you where relevant

If a child is in immediate danger, the helpline practitioner will take action such as referring the case onto the appropriate statutory bodies.

**Phone Number 0800 028 0285 Email** [**help@nspcc.org.uk**](mailto:help@nspcc.org.uk) **Open 8am to 8pm**

This policy was adopted by Kingfisher Kindergarten Ltd

On 21st January 2019

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner