



Whistle Blowing	Date: January 2017	Revision No: 3	Page 1 of 3
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1. POLICY STATEMENT

The 'whistle blowing procedure' aims to help and protect both staff and children. By following the procedure you are acting upon:

- Prevent a problem getting worse.
- Safeguard children and young people.
- Reduce the potential risks to others.

The earlier you raise a concern, the easier and sooner it is possible for the setting to take action.

Introduction

Littleminds is committed to the highest possible standards and recognises that the staff, students and volunteers are often the first to realise that there may be something wrong within the setting. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or they may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

Objective

The aim of this policy and associated procedures is to establish an internal procedure that will encourage and enable staff, students and volunteers to raise serious concerns about any aspect of the setting's practice, (which do not meet the criteria for being dealt with as a complaint or grievance), in confidence and without fear of reprisals, to ensure that the setting continues to work within best practice and safeguard children and young people.

Scope

Concerns that should be raised via the Whistle Blowing Policy may be in relation to the actions/ behaviours of other staff, students or volunteers, or about something that is perceived as:

- unlawful
- failing to comply with the setting's policy and procedures
- poor practice
- improper conduct.

Principles

This policy is based on the following fundamental principles:

- All staff, students and volunteers have the right to raise concerns about perceived unacceptable practice or behaviour.
- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.
- Littleminds will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.
- Littleminds will do its best to protect a whistle blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.
- In some circumstances Littleminds may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first.
- Appropriate advice and support will be made available to staff, students and volunteers who raise concerns.
- Those who raise concerns will be kept informed of the progress and outcome of any investigation.
- Littleminds will not tolerate malicious allegations, which may be considered a disciplinary offence.

Procedures

Procedures for reporting and investigating 'whistle blowing' concerns have been developed to ensure that:

- Staff or volunteers can raise concerns (no matter how small they may appear) internally as a matter of course, and receive feedback on any action taken.
- Concerns are taken seriously and dealt with quickly and appropriately.
- Staff and volunteers are reassured that they will be protected from reprisals or victimisation for whistle blowing in good faith.
- Staff and volunteers can take the matter further if they are dissatisfied with the setting response and seek external advice and guidance (see useful contacts).
- Issues raised are addressed via other procedures and policies as appropriate, e.g. safeguarding policy, allegations against an adult working in a setting, grievance, disciplinary, health and safety.
- Appropriate records are maintained for monitoring purposes.

Raising a Concern

Staff should raise concerns with the manager. Concerns should be raised in writing and include:

- Reference to the fact that it is a whistle blowing disclosure.
- The background and history of the concerns.
- Names, dates and places (where possible).
- The reasons why the worker is concerned about the situation.

Staff who feel unable to put concerns in writing, can telephone the manager.

You should contact one of the following people in confidence:

- Elaine Grima - Manager - 99854281

- Monica Kirkby - Manager - 99571102

Abuse

Abuse consists of Neglect, Physical, Emotional and sexual. Littleminds Learning Centre is obliged to report all instances of suspected abuse to the appropriate authorities. However in certain cases the situation is discussed with the parents or primary carer and if no action is taken to stop the situation immediately the centre reserves the right to report any abuse without any notice or discussions at its own discretion. Appogg helpline (previously known as Social Welfare Development Programme)

:- telephone number 2295 9000.

Whistle Blowing Act

The centre also has an internal and external Whistle-blower policy which allows anyone to report anything without being exposed. The DQSE can be reached 2598 2404.