

St. James' Church Pre-School

Whistle Blowing Policy



St. James' Church Pre-school expects employees/volunteers who have serious concerns about any aspect of their work to voice their concerns internally with, either one of the Supervisors or the Chair of the Committee.

We recognise that the decision to report a concern can be a difficult one to make. If what is being said is true, there should be nothing to fear because the relevant party will be doing their duty to their employer and those that St. James' Pre-School provides a service for. All concerns will be treated in confidence and every effort will be made not to reveal the identity of the whistle blower if they so wish. At the appropriate time, however, they may need to come forward as a witness.

St. James' Pre-School is committed to good practice and high standards and wants to be supportive of employees/volunteers. We will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect staff/volunteers when they raise a concern. Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect the staff. This policy encourages the staff/volunteer however to put their name to the concern whenever possible.

Please note that:

- Staff/volunteer must disclose the information in good faith.
- Staff/volunteer must believe it to be substantially true.
- Staff/volunteer must not act maliciously or make false allegations.
- Staff/volunteer must not seek any personal gain.

Concerns expressed anonymously are much less powerful but will be considered at the discretion of the committee.

Concerns can be raised verbally or in writing. If submitting a written report staff/volunteer should set out the background and history, giving names, dates and places, where possible, and the reasons for making the disclosure. Although it is not expected they prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring, or is likely to occur.

This policy does NOT replace the Complaints Policy or Safeguarding Policy.

However this policy is intended to cover serious concerns that fall outside other procedures and may include something that appears:-

- Against the law
- A Health & Safety risk
- Damaging to the environment
- A misuse of money
- Unethical conduct
- Sexual, physical, verbal abuse of children, parents, staff
- A breach of procedures
- The deliberate concealing of information relating to any of the above

St. James' Pre-School will respond to any concerns raised. The Chair and Supervisor or (if the concern is about the Supervisor) Chair and Vice Chair, will acknowledge the concern immediately and then in writing within 2 weeks giving an indication of how the concern will be /or has been, dealt with.

If this does not answer the concern, and it is felt right to take the matter further, the following are possible points of contact. If the matter is taken outside St. James' Pre-School, it should be ensured that no confidential information is disclosed.

- Wokingham Borough Council – Early Years Team
earlyyears&childcare@wokingham.gov.uk tel: 0118 9088260
- Ofsted www.ofsted.gov.uk
- Citizens Advice Bureau tel: 0118 9699006 (Woodley)
- Police tel: 101
- Public Concern at Work (PCW) – a registered charity whose services are free and strictly confidential tel: 02074046609

This Policy Document was adopted by the Committee on 3 June 2014.

It was reviewed on 29th April 2019; no changes were made.

Signed by: Jackie Turton

on behalf of St. James' Church Pre-School.