



WHISTLE BLOWING POLICY AND GUIDANCE

Jigsaw Nursery is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals. This whistle blowing policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or blowing the whistle outside.

Staff has the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for the safety and wellbeing of all children attending the setting and this is the priority over loyalty towards colleagues.

General principles

The policy is intended to:

- Encourage and enable individuals to raise genuine and legitimate concerns.
- Support staff to take an active role in the elimination of poor practice.
- Ensure concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

In addition to the whistle blowing policy, the setting has disciplinary and grievance procedures. This policy is intended to compliment this, and to cover concerns that fall outside some of the scope of other procedures.

The management/committee will do its best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint.

If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary.

Having raised the concerns the management/committee will expect the complainant not to talk about it to any person, inside or outside the setting.

Anonymous complaints

Concerns expressed anonymously, are much less powerful and harder to investigate, however they may be considered.

Untrue Allegations

If an untrue allegation is made in good faith but is not confirmed by the investigation, no action will be taken against the complainant. If however an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance, concerns should be raised with immediate line manager. However this may not always be appropriate in which case concerns should be raised with the management/committee.

Concerns are best raised in writing. You are invited to set out the background and history of the concern giving names, dates and places where possible, and the reason why you are particularly concerned. The earlier you express your concerns the easier it is to take action. If you do not wish to put the allegations in writing, the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm the accuracy of the notes.

Although you will not be expected to prove the truth about your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

You should NOT:

- Investigate the matter yourself.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the designated persons (management/committee).

- Within a week of receipt of your concern, you will receive a written acknowledgement of your concern with a copy of your statement where appropriate.

The management/committee will investigate your concern and within two weeks you will be informed of what action is being taken and will be kept up to date on the progress of the investigation. You will also be informed of the outcome of any investigation.

You may elevate your service by calling **Ofsted Tel: 0846 4040040**

Or Email whistleblowing@ofsted.gov.uk

*see also the role of the L.A.D.O , in the safeguarding policy.

This policy was reviewed and adopted by Jigsaw Nursery Management , parents and staff.

Date:

Signed on behalf of the Jigsaw Nursery Committee.....

Role of signatory: