



Maeda Gakuen

Whistle Blowing Policy

Policy Statement

Maeda Gakuen Yochien expects the highest standards of conduct from all employees, and will treat any concern that an employee may have about illegal or improper conduct seriously. Employees are expected, through agreed procedures and without fear of recrimination, to bring to the attention of the manager any breach of procedure, illegal or improper conduct. The policy is designed to ensure the reputation of the nursery is upheld and public confidence maintained.

Procedure

Types of malpractice

Whistleblowing on malpractice covers a wide range of concerns, including (but not limited to) the following:

- Fraud or corruption
- Unauthorised use of nursery property
- The physical, emotional or sexual abuse of employees or children
- A failure to comply with legal obligations
- Endangering of an individual's health and safety
- Malicious damage to the environment
- A criminal offence
- Showing undue favour to an employee or trainee
- Attempting to cover up any of the above

NB: The procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about her own situation. It is recognised that employees who are worried about wrong doing at work do not necessarily have a personal grievance.

Raising a concern

Employees must ensure they are acting in good faith and have reasonable grounds for believing the information to be accurate. No employees who use this procedure in good faith will be penalised for doing so. The nursery will not tolerate harassment/ or victimisation of any employee raising concerns.

All concerns will be treated sensitively and with due regard to confidentiality and where possible every effort will be made to protect your identity if you so wish. Nevertheless, this information will need to be passed on to those with a legitimate need to have this information and it may be necessary for you to provide a written statement or act as a witness in any subsequent disciplinary proceedings or enquiry. This will always be discussed with you first.

Step 1:

If you wish to raise a concern you should raise it with the named Deputy Manager as soon as practicably possible (details of named persons can be found in the staff room). Concerns can be done in person or in writing.

The nursery recognises that sometimes it may be inappropriate for you to approach your deputy manager with your concern. In these circumstances, a number of alternatives are available depending on the nature of your concern. You can contact any of the following:

1. HR Manager
2. Nursery Manager
3. Trade Union
4. Ofsted

Although you are not expected to prove beyond doubt the truth of your concerns, you will need to demonstrate that you have sufficient evidence or other reasonable grounds to raise them.

Step 2:

The person with whom you have raised your concern will acknowledge its receipt as soon as possible and will write to you within 10 days to let you know how your concern will be dealt with. The information you can then expect to receive is:

- an indication of how the concern will be dealt with
- an estimate of how long it will take to provide a final response
- whether any initial enquiries have been made
- whether further investigations will take place, and if not why not
- information about support available for you

Step 3:

Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:

- an internal investigation by the HR manager or nursery manager, which may, for example, take the form of a disciplinary investigation
- a referral to Ofsted or the Police
- the setting up of an external independent inquiry

Step 4:

You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law. If you do not feel your concern has been addressed adequately you may raise it with an independent body such as one of the following as appropriate:

- your trade union
- Citizen's Advice Bureau
- Ofsted
- Police
- Local Government Ombudsman

You have a duty to the nursery not to disclose confidential information. This does not prevent you from seeking independent advice at any stage or from discussing the issue with the charity Public Concern at Work on 020 7404 6609 and www.pcaaw.co.uk in accordance with the provisions of the Public Interest Disclosure Act 1998.

Where the issue concerns your manager or, having made your report, you believe she has failed to take appropriate action, then you should bring it to the attention of the other manager, or contact Ofsted helpline on 0300 123 1231 /

0300123 3155, via email whistleblowing@ofsted.gov.uk or post WBHL Ofsted, Piccadilly Gate, Store Street, Manchester, M12WD, following the procedures of allegations of abuse made against an adult in the setting.

Depending on the nature of the concern, the complainant will be asked to do this in writing. It will be helpful to note down any facts and dates as they happen.

Employees who want to use this procedure but feel uneasy about it may wish to consult a trade union initially and bring a friend or trade union representative along to any discussions, so long as the third party is independent of the issue.

Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible. The earlier and more open the expression of concern the easier it will be to take appropriate action.

Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.