

Whistleblowing policy and procedure

This policy is underpinned by the Public Interest Disclosure Act 1998.

What is whistleblowing?

The official name for whistleblowing is 'making a disclosure in the public interest', however it is much more commonly called 'blowing the whistle' or 'whistleblowing'. It means that if you believe there is wrong doing in your workplace (eg your employer is committing a criminal offence) you can report this by following the correct processes, and your employment rights are protected.

If you decide to blow the whistle on an organisation you are protected and your employer cannot victimise you (eg by not offering you a promotion or other opportunities your employer would have otherwise offered).

Whistleblowers are protected for public interest, to encourage people to speak out if they find malpractice in an organisation or workplace.

Malpractice could be improper, illegal or negligent behaviour by anyone in the workplace.

The Public Interest Disclosure Act 1998 covers behaviour which amounts to:

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

It is the policy of Wenvoe Playgroup to encourage a culture of openness and transparency within our organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

We will do this by:

- Expecting staff to place children's interests as the highest priority at all times.
- Expecting staff/volunteers/adults who may have concerns about the actions or behaviour of any other person employed, working or volunteering within the setting to act professionally and share their concerns with the appropriate person as soon as practicable.

- Recognising that the person reporting the concern is a witness not a complainant.
- Taking steps to investigate and resolve any concerns as soon as practicable.
- Maintaining confidentiality and anonymity except in circumstances when not to do so may compromise any investigation and outcome (such as in child protection issues).
- Ensuring a fair and thorough investigation of any issues.
- Ensuring investigations undertaken are recorded accurately and appropriately.
- Working cooperatively with other organisations and professionals as necessary and appropriate to the concern or issue being investigated.
- Taking any necessary disciplinary action - in line with employment law and any relevant regulations - where staff have failed in their duty to act professionally and in the best interests of the children in their care.

Failure to report child protection concerns will result in disciplinary action being taken.

Taking action and reporting concerns:

When the concerns relate to the actions of a member of staff/volunteer/visitor (excluding supervisor/manager/person in charge):

Concerns are raised with the supervisor/manager/person in charge.

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately, they must report their concerns to the registered person/responsible individual.

If this is not appropriate then CSSIW must be informed. At referral, CSSIW will check on any action taken.

When the concerns relate to the actions of supervisor/manager/person in charge:

Concerns are raised with the registered person/responsible individual.

If, having raised the matter, the person reporting the concern believes it has not been dealt with satisfactorily or appropriately then it must be reported to CSSIW who will check any action taken.

When the concern is about the registered person/responsible individual:

The chairperson of the committee is informed, who then inform CSSIW:

CSSIW

Welsh Government

Government Buildings

Rhydycar

CF48 1 UZ

Tel: 0300 7900126

email: cssiw@wales.gsi.gov.uk

This **whistleblowing** policy and procedure was passed for use in
Wenvoe Playgroup

On: 20.09.2017

By: Sandra Morgan

Position: Registered Person/Leader

Date of planned review: Autumn 2018 or sooner if changes in practice