

Whistle Blowing Policy

Sunlands is committed to the highest possible standards of honesty, accountability and openness. In line with that commitment we expect parents, employees and others that we deal with, who have serious concerns about any aspect of the kindergarten's work, to come forward and voice those concerns.

Purpose

- ❖ To encourage all members of the community to feel confident in raising genuine and legitimate concerns.
- ❖ To provide avenues for the kindergarten community to raise concerns in confidence and receive feedback of any action taken.
- ❖ To ensure that anybody in the kindergarten community receives a response to their concerns and that anybody affected is aware of how to pursue them if he/she is not satisfied.
- ❖ To ensure protection of those making a complaint against any form of retaliation or victimisation

The Whistle blowing policy is meant to complement the complaints policy and procedure.

Action

If a working community member, or stakeholder for that matter, knows or suspects that some wrongdoing is occurring within the kindergarten, he or she should raise the matter immediately to the manager or another member of the management group.

Possible situations

- ❖ Concerns regarding safeguarding of children
- ❖ A breach of health and safety legislation
- ❖ Financial irregularities
- ❖ Harassment of colleagues, parents or other individual
- ❖ Unethical conduct
- ❖ Actions which are unprofessional and inappropriate with the general understanding of what is right and wrong

Procedure

The appointed individual, manager or chair of trustees, who is informed of potential wrongdoing, will take immediate action to investigate the situation within a week. In doing so, that individual will maintain the anonymity of the complainant. The one who has made the allegation will be kept informed of any investigation, that is taken place and of the outcome of the investigation.

In certain circumstances identities will have to be revealed to the person complained against, and the complainant may be asked to provide written evidence in support of the complaint. If the person's identity is to be disclosed, he or she will be informed before the disclosure and given the reasons why this is necessary.

Concerns in writing should include any background and history that would be names, dates, time and place wherever possible, and state the reasons for the concerns. If the concern is not in writing, the Manager or member of the management group will make a written record. There should be sufficient ground for the concerns. The incident will be investigated by the manager/member of management group. If it is a safeguarding concern, Safeguarding procedures will be followed.

If the complainant is not happy with the outcome they can inform Ofsted: whistleblowing@OFSTED.gov.uk

Untrue Allegations

If the allegation is made in good faith but is not confirmed by the investigation, no further action will be taken. However, if an allegation is proved to be malicious or completely unfounded, action may be taken against the person responsible.