



Martlesham Playschool, At Gorseland School, Deben Avenue,  
Martlesham, IP5 3QR  
Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,  
Kesgrave, IP5 2EN  
Tel : 01473 625986  
[www.playschool.martlesham.org.uk](http://www.playschool.martlesham.org.uk)  
Email : [mplayschool@btinternet.com](mailto:mplayschool@btinternet.com)

**PLEASE DO NOT REMOVE**

## WHISTLE BLOWING (SPEAKING UP) POLICY

### Policy statement

The staff and committee of Martlesham & Kesgrave Playschools seek to run all aspects of the playschool setting with regard for high standards of conduct and integrity. In the event that members of the playschool staff, parents/ carers, committee members or volunteers becomes aware of activities and or events which give cause for concern, Martlesham & Kesgrave Playschools have established the following Speaking Up (Whistle Blowing) Policy.

Throughout this policy, the term whistleblower denotes the person raising the concern or making the complaint. It is not meant in a pejorative sense. Martlesham & Kesgrave Playschools are committed to tackling misconduct, fraud and other forms of malpractice and treats these issues seriously. Martlesham & Kesgrave Playschools recognise that some concerns may be extremely sensitive and has therefore developed a system which allows for the confidentiality raising of concerns within the playschool environment.

This policy provides staff, students and volunteers with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice within the setting. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act 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.

This policy show regard for the following Legal frameworks:

- Freedom of Information Act 2000
- Children's Act (1989) Every Child Matters (2004)
- Data Protection Act (1998)
- Every Child Matters Change for Children (2004)
- Human Rights Act (1998)

Martlesham & Kesgrave Playschools are committed to creating a climate of trust and openness so that a person who has a genuine concern or suspicion can raise the matter with full confidence that the matter will be appropriately considered and resolved.

Reasons for whistle blowing :

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening

- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner it is possible for action to be taken
- Try to pinpoint what practice is concerning you and why
- Make sure you get a satisfactory response — don't let matters rest
- Put your concerns in writing to the Chairperson at - [mplayschool.btinternet.com](mailto:mplayschool.btinternet.com) (and/or Business Manager) ([caroline.swale@btinternet.com](mailto:caroline.swale@btinternet.com))
- The Chairperson (and/or Business Manager) will contact you to discuss your concerns
- If a member of staff, student or volunteer feels the matter cannot be discussed with the manager, he or she should contact OFSTED on 0300 123 1231 for advice on what steps to follow
- A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern
- The Chairperson (and/or Business Manager) will undertake an investigation into your concerns and offer you support
- If you feel you do not have a satisfactory response an external mediator is invited to help to resolve the issue. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved. Staff or volunteers within the Pre-school Learning Alliance are appropriate persons to be invited to act as mediators. The mediator keeps all discussion confidential. S/he can hold separate meetings with the setting personnel. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

What the Policy covers

This policy recognises the following matters as malpractice or serious wrongdoing:

- a criminal offence
- decision making for personal gain
- abuse of position
- fraud and deceit
- financial malpractice
- failure to follow appropriate and agreed procedures
- improper conduct or unethical behaviour
- failure to comply with a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment
- a deliberate cover up of any of the above matters

Respecting confidentiality

Wherever possible Martlesham Playschool seeks to respect the confidentiality and anonymity of the whistleblower and will as far as possible protect him/her from reprisals. Martlesham Playschool will not tolerate any attempt to victimise the whistleblower or attempt to prevent concerns being

raised and will consider any necessary disciplinary or corrective action appropriate to the circumstances.

#### Raising unfounded malicious concerns

Individuals are encouraged to come forward in good faith with genuine concerns with the knowledge they will be taken seriously. If individuals raise malicious unfounded concerns or attempt to make mischief, this will also be taken seriously and may constitute a disciplinary offence or require some other form of penalty appropriate to the circumstances.

Staff must acknowledge their individual responsibilities to bring matters of concern to the attention of the Chairperson (and/or Business Manager). Although this can be difficult this is particularly important where the welfare and safety of children may be at risk.

#### Further Guidance:

Public Concern at Work

[www.pcaw.co.uk](http://www.pcaw.co.uk) or [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) or 020 7404 6609

Public Concerns at Work

3<sup>rd</sup> Floor, Bank Chambers

6-10 Borough High Street

London SE1 9QQ

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)