

MALDWYN NURSERY & FAMILY CENTRE

Park lane \* Newtown \* Powys \* SY16 1DE \* Tel 01686622191

**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 wrongdoing in your workplace (e.g. 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 organization you are protected and your employer cannot victimize you (e.g. 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 organization or workplace.Malpractice could be improper, illegal or negligent behavior 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

(Information adapted from: [www.direct.gov.uk](http://www.direct.gov.uk))  |
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**It is the policy of Maldwyn Nursery & Family Centreto encourage a culture of openness and transparency within our organisation, which makes it safe and acceptable for employees and volunteers to rise, 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 personas 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.** |
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**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 person in charge. |
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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 CIW must be informed. At referral, CIW will check on any action taken.

| **When the concerns relate to the actions of supervisor/person in charge:** Concerns are raised with the responsible individual. |
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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:**CIW is informed.  |
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CIWGovernment Buildings, Picton Terrace, Carmarthen SA31 3BT 0300 7900 126and at <https://careinspectorate.wales/>

**Further information, useful contacts:**

[Acas (Advisory, Conciliation and Arbitration Service)](http://www.direct.gov.uk/en/Dl1/Directories/DG_10010857)

[Citizens Advice Bureau](http://www.direct.gov.uk/en/Dl1/Directories/DG_10010838)

[Jobcentre Plus](http://www.direct.gov.uk/en/Employment/Jobseekers/ContactJobcentrePlus/DG_186347)

<http://www.businesslink.gov.uk>

On: August 2020

By: Management

**Reviewed -January 2023- Chelsea Thorley - Deputy Manager**