



Humpty Dumpty Pre-School
The Scout Hut
Eastfield Lane
Ringwood
Hampshire
BH24 1UR

Registered Charity Number: 1027798

Ofsted Number: 109840

Member of the Pre-School Learning Alliance



Whistle Blowing Policy & Procedure

Policy Statement

At Humpty Dumpty Pre-School it is important that any fraud, misconduct or wrong doing by employees, volunteers or people engaged in the organisations business, is reported and properly dealt with. We encourage all individuals to raise any concerns they have about the conduct of others in the setting, or how the setting is run. We realise that effective and honest communication is essential for malpractice to be efficiently dealt with.

Whistle blowing relates to all those who work with or within the setting, it gives individuals an opportunity to raise in confidence any issues or concerns they may have that relates to the operation, it is not a grievance. If the issue or concern affects your own personal circumstances then the settings grievance procedures should be followed.

Whistle Blowing Procedures:

- Reports should be passed on to your Supervisor, if unable to then to the chairperson
- It is the responsibility of all staff to report any illegal, inappropriate or unethical conduct
- All reports will be fully investigated and you will be informed of the outcome, confidentiality will be observed
- Whistle blowing will not lead to victimisation, or effect any future promotions
- Any victimisation will be dealt with through disciplinary procedures
- If misconduct is uncovered through investigation, disciplinary procedures will be followed
- If a report is found to be malicious or false, disciplinary procedures will be taken against the whistle blower
- If asked to cover up a wrongdoing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a senior staff member, this should be reported to the chairperson
- **Ofsted Whistle blowing hotline no.: 0300 123 3155**

This policy was adopted at a meeting of:	Humpty Dumpty Pre-School
Held on:	23/11/16
Date to be reviewed:	23/11/17
Signed on behalf of the provider:	
Name of signatory:	Richard Watson
Role of signatory:	Management Committee Chair