



# Whistle Blowing

This policy was adopted at SKIPS on 13th September 2022

**Signed on behalf of the setting:**

**Name of signatory:** Jodie Mabuutt, Manager

**Signed on behalf of the committee:**

**Name of signatory:**



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## **Policies and Procedures: Managing Employees**

### **Policy statement**

SKIPS expects employees who have serious concerns about any aspect of their work to come forward and voice their concerns internally, within the organisation rather than overlooking the problem or “blowing the whistle” to someone outside.

SKIPS also wishes to encourage employees to feel confident in raising serious concerns and to question and act upon concerns and practice.

### **Procedures**

- The procedure is intended to supplement, rather than replace, the existing Complaints, Disciplinary and Grievance Procedures and should not be used inappropriately. Concerns or allegations which fall within the scope of specific procedures, eg Child Protection, will normally be referred under its own procedures. This Policy is intended to cover serious concerns that fall outside the scope of other procedures and may relate to something which:
  - Is against Financial Regulations and Policies
  - Falls below established standards of practice
  - Amounts to improper conduct, including something that is believed to be:
    - Against Law
    - A Health and Safety Risk
    - Damaging to the Environment
    - A misuse of money
    - Corruption or unethical conduct
    - Abuse of clients or service users

*Who can an employee raise a concern with?*

- The employee should firstly raise their concerns with Jodie Mabbutt as Manager. However if they don't feel able to do this then they should approach Fiona Black as Assistant Manager or the Chairperson.

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### *How does an employee raise a concern?*

- The concern can be shared verbally or put in writing but the employee needs to make sure the person they are talking about is aware they are following the Whistle Blowing Procedure. Any concerns raised about a work-related issue needs to be done so within two weeks of the issue arising. If it is after this period then it can limit what SKIPS can do in response to the issue legally.

### *How will the concern be dealt with?*

- The person who receives the initial concern as listed above will make initial enquiries to determine whether the concern raised needs further investigation. Such initial enquiries should be dealt with promptly, thoroughly, impartially and confidentially, in accordance with the procedure.
- The Management team will acknowledge the concern in writing, within 10 days and give an indication of how the concern will/or has been dealt with. If it hasn't been dealt with then an indication of how long the procedure will take needs to be included.
- If you feel your concern has not been dealt with you can record it to the Oxfordshire Safeguarding Children's Board:  
Local Safeguarding Designated Officer (LADO)  
01865 815956 Alison Beasley

### *Initial Enquiries*

- As part of initial enquiries the member of the management team may meet with the employee to gather further information or clarify certain details. Employees are expected to co-operate fully with the investigation and disclose all relevant information. The member of the management team will record, in written format, all meetings.
- If other employees are able/willing to substantiate the concern they should also meet with the member of the management team dealing with the concern. If the Management team believe other employees are aware, but don't feel able to come forward, then the management team should approach them and try to persuade them to share their concerns.

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### *Possible Outcome of Initial Enquiries*

- Depending on the nature of the concern, and the evidence found, possible outcomes include:
- Unable to investigate due to anonymous report and not enough information to proceed
- If the concern was shared but was inaccurate no further investigation would be carried out
- Where there is believed to be grounds for concern then further investigation will be carried out

### *Further Investigations*

- Dependant on the nature of the concern e.g. suspected fraud, theft, and serious malpractice etc, the Management team may investigate further.

### *Care needs to be taken when carrying out the Investigation*

- Protect the employee(s) concerned
- Avoid alerting anyone about the person in question
- Record all information as the record may be used in a formal hearing, if it is a serious complaint
- Keep all records secure and confidential

### *Untrue Allegations*

If an employee raises a concern in good faith, but it is subsequently confirmed by the investigations to be untrue, no action will be taken against the employee. However, if the allegation is found to have been frivolously, maliciously or for personal gain, disciplinary action may be taken against the employee.