

BEAMINSTER PLAYGROUP

WHISTLEBLOWING POLICY

Employees are often the first to realise that something is wrong within an organisation. However they may not express concerns as they feel speaking up would be disloyal to their colleagues or to the Playgroup.

AIM

The Playgroup is committed to high standards of awareness, and accountability. In line with that we expect that all people that work **within** the Playgroup (staff /volunteers/work experience) will come forward and voice concerns.

We will provide avenues for you to raise concerns in confidence and receive feedback on the action.

We will reassure that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

PROCEDURES

As a first step you should raise concerns with your Manager. This may depend, however/ on the seriousness and sensitivity of the issue and who is involved in the malpractice i.e. if you believe Management are involved, you should speak to a member of the committee.

Concerns may be raised verbally but it is good practice to record any concerns in writing at an early stage to ensure that all details are correct. (Please include names and dates if possible and the reason why you are concerned about the situation).

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish, however, if a situation arises where a concern cannot be resolved without revealing your identity (I.E. YOU ARE CALLED TO COURT AS A WITNESS), the Playgroup would discuss this with you.

In order to protect individuals and those accused of misdeeds or possible malpractice initial enquiries will be made on a sensitive basis and confidentially where possible to decide whether an investigation is appropriate and in what form it should take.

After initial enquiries the matter raised may:

- be investigated by Management / Committee internally or through a disciplinary process
- be referred externally for an independent enquiry (Police / Children's Social Care Team)

The amount of contact between your Manger / Committee will depend on the nature of the matter raised. If necessary they may seek further information from you. The Playgroup will keep you informed of what is happening and how they propose to deal with the matter.

If you make an allegation in good faith but it is not confirmed by the investigation no action will be taken against you. If however, the investigation indicates the concern / allegation has been made frivolously, maliciously or for personal gain, disciplinary action will be considered and may be taken against you.

For independent advice please call:

Public Concern at Work a registered Charity (Tel: 0207 404 6609)

Website: www.pcaw.co.uk