

Stower Vale Pre-School

### **Whistle blowing Policy**

Stower Vale Pre-School recognises all our staffs opinions and concerns are important and we value and respect these. If any staff member has concerns about a colleagues practises they should raise their concerns with the Playleader who will inform the chairperson about the staffs concerns, but if it concerns the Playleader then they should contact the Chairperson of the committee, who will investigate this matter promptly. Any concerns that have been raised by a member of staff will be taken seriously and dealt with appropriately.

#### **Specific Objectives/Statements and procedures for how you will achieve each one.**

We aim to resolve problems fairly, promptly and as near as possible to the point of origin i.e. between the people most closely involved. This helps prevent minor disagreements developing into more serious disputes. We would hope to deal with the complaints through our normal complaints procedure, recording the steps we take to investigate a staff member's concern on the "Provider Complaint Record". Copies of the "Provider Complaint Record" can be found in the back of the policy booklet.

However, staff may find it hard to raise a complaint or concern about someone they work with on a daily basis. They may be worried that may spoil their future working relationships or be worried that someone will see them as "telling tales". Staff should be assured that concerns and complaints will be dealt with seriously and sensitively. Confidentiality will be maintained.

Concerns should in the first place be taken to the playleader or the committee chair. Staff will not face retribution as a result of the complaint. However, if the concern raised is found to be malicious they may face disciplinary procedures.

If concerns and complaints are not dealt with by the playleader or chair through normal complaints and whistle blowing policies then the children are affected and are at risk. Staff may wish to contact a higher authority i.e. Ofsted or the LADO if they feel this is the case.

If staff need advice about raising concerns they can contact the independent whistle blowing charity "Public Concern at Work" – telephone number 020 7404 6609 or email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) . The advice is free and confidential.

Ofsted's whistle blower hotline can be contacted in three ways

Telephone – 030 0123 3155 (Monday to Friday 8.00am to 6.00pm) or email : [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Write to: Ofsted

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