



# Testwood Baptist Church Pre-school

## WHISTLE BLOWING

### Policy Statement

At Testwood Baptist Church Pre-school it is important that any fraud, misconduct or wrongdoing by employees, volunteers or people engaged in the organisation's 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 relate to the organisation but is not a grievance. If the issue or concern affects your own personal circumstances, then the setting's grievance procedures should be followed.

- Reports should be passed on to the Pre-school Manager. If the Manager is unavailable, then it needs to be reported to a member of the Management Team (names and address are listed in the Pre-School Office)
- If the concern relates directly to the Pre-school Manager, then it needs to be reported directly to a member of the Management Team.
- It is the responsibility of all staff to report any illegal, inappropriate or unethical conduct.
- Wrongdoing could include:
  - Abuse of a child or vulnerable person
  - A child, parent, employee or volunteer being put at risk of harm
  - Unsafe working practices
  - A failure to comply with statutory or legal obligations
  - A criminal offence which has or is about to be committed
  - The use of unsafe equipment
  - Falsification of financial records
  - Bribery or corruption
  - Covering up malpractice.
- 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 affect any future promotions.
- Any victimisation will be dealt with through disciplinary procedures.
- If misconduct is uncovered through an investigation, disciplinary procedures will be followed.
- If a report is found to be a malicious or false allegation, disciplinary procedures will be taken against the whistle blower.
- It is a disciplinary offence to cover up wrongdoing, even if asked to do so by a manager. Any such request should be reported to a more senior manager.

Local Area Designated Officer (LADO) 01962 876364 email: [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk)

This Policy relates to the new Early Years Safeguarding document September 2025.

Agreed by Pre-school Management Team:

Signed: Sandra Andrews

Date: 6<sup>th</sup> Jan 2025

Review Date: Autumn 2026

**Ofsted Registration No: 109825 / PLA No: 33231**