

Whistleblowing Policy V.2

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/EarlyYearsCente/EmploymentandStaffingPolicy June 2012 V.2

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Policy

Title: Whistleblowing policy

From: Early Years Centre

Date: reviewed 17th May 2016

At the University of Southampton Early Years Centre is important that any fraud, misconduct or wrong doing by employees, volunteers or people engaged in the organisations 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 organisation, it is NOT a grievance. If the issue or concern effects your own personal circumstances then the settings grievance procedures should be followed.

Whistle blowing procedures

- Reports should be passed on to your senior practitioner. Otherwise it needs to be reported to a more senior member of staff.
- 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 at all times.
- 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 any investigation, disciplinary procedures will be followed.
- If a report is found to be a malicious or false allegation, disciplinary procedures may be taken against the whistle blower.
- If asked to cover up a wrong doing, it is itself a disciplinary offence and should not be agreed to even if asked to do so by a manager, this should be reported to the line manager for the EY Centre (Miss Kerry Matthews).
- If the whistleblower does not feel confident enough to report this to anyone at the centre they have every right to report the incident to Ofsted. They can telephone the whistleblowing Ofsted number on:- 0300 123 1231, or they can email on:- enquiries@ofsted.gov.uk alternatively they can write to:- WBHL Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.