Whistleblowing policy

It is important for the Preschool that any fraud, misconduct or wrongdoing by employees or people involved with the Preschool is reported and properly dealt with.

Therefore, the Preschool encourages all individuals to raise any concerns that they may have about the conduct of others in the Preschool setting or the way in which the Preschool is run.

We recognise that effective and honest communication is essential if malpractice is to be dealt with effectively.

Whistleblowing is separate from the grievance procedure. If any person involved with the Preschool has a concern about malpractice, they should report any concerns to the Preschool Managers. If this is not possible then concerns can be reported to the

LADO.- on board in foyer.

All employees and individuals involved in the Preschool should be aware of the importance of preventing and eliminating wrongdoing within the Preschool.

Everyone should be watchful for illegal, inappropriate or unethical conduct and report anything that they become aware of.

All matters raised will be investigated thoroughly, promptly and confidentially and the outcome of the investigation reported back to the person who raised the issue.

There will be no victimisation of anyone raising a concern and their employment or promotion prospects will not be prejudiced because they have raised a legitimate concern. Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.

If misconduct is discovered as a result of an investigation the Preschool's disciplinary procedures will be used as well as any external measures, if appropriate.

If anyone makes a malicious, vexatious or a false allegation, it will be considered to be a disciplinary offence and dealt with under the Preschool's disciplinary procedures.

An instruction to cover up wrongdoing is itself a disciplinary offence. If an individual is told not to raise a concern, even by a manager, they should report the matter to the LADO

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