

# **Whistle Blowing Policy and Procedure**

## **Policy statement**

Stanmore Montessori is committed to the highest possible standards of honesty, accountability and openness. In line with that commitment we encourage parents, employees and others with any serious concerns about any aspect of the Setting's operations to come forward and voice those concerns. Obviously in certain cases we may have to proceed on a confidential basis. Any employee of the Setting can follow this Policy without any fears of reprisals.

This Whistle Blowing Policy is in place to encourage and enable employees to raise serious concerns within the Setting other than overlooking a problem or blowing the whistle outside.

All Stanmore Montessori staff have an individual responsibility and right to raise matters of concern regarding poor or insufficient practice at work. The staff's priority is the well-being and safety of all the children attending the Setting. This takes priority over any loyalty towards work colleagues.

This Policy is intended to:

- Enable and encourage individuals to raise genuine and legitimate concerns
- To support staff to take an active role in the elimination of poor or insufficient practices
- Investigate any concerns raised appropriately and confidentially
- Ensure protection of those making the complaint against any form of retaliation or victimisation.

We have other Policies and Procedures in place to cover grievance and complaints. This Whistle Blowing Policy is intended to complement those. This Policy will cover any concerns that fall outside the scope of the other Policies. The Owner/Manager will act promptly and investigate thoroughly, all concerns raised in accordance with this Policy and appropriate action will be taken.

## **Confidentiality**

The Owner/Manager will respect and protect a person's identity when a concern is raised, however in certain circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written evidence in support of the complaint.

If a person's identity is to be disclosed, he or she will be informed before the disclosure and given the reasons why this was necessary. Once a concern has been raised the Owner/Manager will expect the complainant not to discuss the complaint. The complainant should not talk about it with any person inside or outside the Setting.

## **Anonymous Complaints**

If a complaint is made anonymously these cases are a lot harder to investigate and hold less power. It is easier for us if people state their name and put any concerns in writing.

## **Procedures**

Firstly, any concerns should be brought to the attention of the Owner. However if this is not appropriate the concerns should be referred to the Manager. Concerns in writing should include any background and history that would be names, dates, time and place wherever possible. State the reason for the concerns so action can take place. If the concerns are not in writing the Owner/Manager will make a written record of the interview which must be signed to confirm accuracy of the notes. There should be sufficient grounds for the concerns. The incident will be investigated by the Owner/Manager/LADO or Ofsted. If it is a safeguarding concern, Safeguarding procedures will be followed.

## **Untrue Allegations**

If an allegation is made in good faith but it is not confirmed by the investigation, no further action will be taken against the complainant. However if an allegation is proved to be malicious and/or completely unfounded, action may be taken against the person responsible.

It is important that all procedures are undertaken by the nominated person only.

Within one week of the written concern an acknowledgement will be sent, together with a copy of the statement. The Owner/Manager will investigate the concerns and within two weeks give information on the action to be taken.

If the complainant is not happy with the result they have the right to inform Ofsted: 0300 123 3155 (Mon-Fri 8am-6pm) or by e-mail [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

## **Legal Framework**

- The Public Interest Disclosure Act 1998
- Qualifying Disclosures 2013