



## **Whistle Blowing Policy and Procedure**

### **AIM OF THIS POLICY**

The KIDZ HUB recognises that parents, staff, and volunteers should have a method of reporting their serious concerns about any aspects of the KIDZ HUB without being penalised in any way.

Legal Framework - The Public Interest Disclosure Act 1998 protects employees against detrimental treatment or dismissal because of any disclosure of normally confidential information in the interests of the public.

### **POLICY**

The KIDZ HUB encourages and provide ways for staff, volunteers and parents to feel confident in reporting serious concerns about any aspects of the KIDZ HUB, they will not be penalised for coming forward and their concerns will be investigated, and a response provided.

### **PROCEDURES**

#### **1. Whistle Blowing and Serious Concerns**

- Whistle blowing is reporting a serious concern about another member of staff or volunteer to a more senior member of staff.
- A serious concern might be;
  - a criminal offence
  - abuse or neglect of children
  - bullying or victimisation of staff, volunteers, or children
  - financial malpractice
  - a health and safety risk
  - a failure to deliver appropriate standards of care
  - there may be other serious concerns, which do not fit into the above.



## **2. Treatment If Concern Raised**

- The KIDZ HUB will ensure that staff, volunteers, and parents get a response to their concerns and that they know what to do if they are not satisfied with this.
- The KIDZ HUB will reassure staff, volunteers, and parents that they will not be penalised for coming forward with their concerns.

## **3. How to Report a Concern**

- Any KIDZ HUB staff member or volunteer can report a concern.
- Concerns can be reported verbally or in writing.
- In most circumstances this would be to the Play Manager.
- If the concern involves the Play Manager or it is felt they are unlikely to take any action, the member of staff should contact a KIDZ HUB Director.

## **4. What Will Happen Next?**

- All reported concerns will be investigated.
- Verbal concerns will be recorded in writing.
- The person to whom the concern has been reported to will assess what action needs to be taken. This could be a review by the Play Manager, an internal enquiry involving the KIDZ HUB Directors or a more formal enquiry involving Ofsted and the Police.
- In some cases, the concern may be better addressed under another policy or procedure, such as Child Protection, Discipline and Grievance or Health and Safety.
- The person reporting the concern will be advised of the outcome as soon as possible, normally within 2 weeks of the date of their disclosure. Where a longer period is needed for investigation, the person will be informed in writing.
- Where a person is not satisfied with the outcome, they should put their concerns in writing to the KIDZ HUB Directors.

## **5. Confidentiality**

- Staff are encouraged not to report concerns anonymously as this makes them more difficult to investigate.
- Any concerns raised will be dealt with confidentially wherever this is possible. If other organisations need to be involved, it may not be possible to conceal the source of the information.



## **6. Safeguards**

- The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect those who report a concern in good faith.
- No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the allegation is not subsequently confirmed by the investigation.

## **7. Independent Advice**

- Staff who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Public Concern at Work (PCAW) on 020 7404 6609 or email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.
- Ofsted has a whistle blowing hotline. You can call this on :0300 123 3155 (Monday to Friday 8am – 6pm) or email :[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk).
- NSPCC Whistle Blowing Hotline. You can call this on: 08088005000. It provides free help and advice to people who suspect their organisation might be putting children at risk, even if they're not certain that this is the case. You can find more info here: [www.nspcc.org.uk/fighting-for-childhood/news-opinion/new-whistleblowing-advice-line-professionals](http://www.nspcc.org.uk/fighting-for-childhood/news-opinion/new-whistleblowing-advice-line-professionals)
- Free information and advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS) – Telephone: 0300 123 1150

## **ROLES AND RESPONSIBILITIES**

- The Roles and Responsibilities for this Policy and Procedure are stated in the Introduction at the front of the KIDZ HUB Handbook.

## **REVIEW AND APPROVAL**

- The Review and Approval of this Policy and Procedure is stated in the Introduction at the front of the KIDZ HUB Handbook.