



Whistleblowing Policy

Whistleblowing is raising a concern about malpractice within an organization.

Pavilion Preschool is committed to delivering a high-quality preschool service, promoting organisational accountability and maintaining public confidence. In line with that commitment, we expect employees, volunteers and others we deal with, who have serious concerns about any aspect of Pavilion Preschool work, to come forward and voice those concerns.

This document makes it clear that you can report your concerns without fear of victimisation, subsequent discrimination or disadvantage.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the pre-school. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, to promote good governance and accountability in the public interest. This Whistleblowing Procedure is intended to encourage and enable employees and volunteers to raise serious concerns within the preschool rather than over-looking a problem or raising the matter externally.

The procedure aims to:

- Encourage you to feel confident in raising concerns and to question and act upon concerns about practices.
- Provide avenues for you to raise those concerns and receive feedback on any action taken
- Ensure that you receive a response to your concerns
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

It is not intended that this policy be a substitute for, or an alternative to the Pavilion Preschool Disciplinary and Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organization, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice. These include:

- Possible fraud and corruption
- The unauthorized use of funds
- Failure to comply with legal obligations
- Conduct which is an offence or a breach of a statutory law
- A criminal offence being committed (past, present or likely to be committed)
- Disclosures relating to miscarriages of justice, health and safety risks, including risks to children and other individuals as well as damage to the environment
- Abuse of children
- Deliberate concealment of information about any of the above

An employee or volunteer who, acting in good faith, who wished to raise such a concern should report the matter to the Committee Chair, who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns may be raised verbally or in writing. The earlier you express the concern the easier it is to act. Concerns or allegations, which fall within the scope of specific procedures (e.g. disciplinary and grievance) will normally be referred for consideration under those procedures. Concerns will be dealt with through enquiries and investigation if required, and resolved as quickly as possible.

If you are still not sure how to raise your concerns you could contact the charity Public Concern At Work (020 7411 9021 or email helpline@pcaw.co.uk). They will provide confidential advice, free of charge, to anyone concerned about wrongdoing at work, but who are not sure whether or how to raise the concern. ACAS can also be contacted on 0800 157 7912. If you do take the matter outside Pavilion Preschool, you should ensure that you do not disclose confidential information or information which is legally protected.

If an employee or volunteer feels that the matter cannot be discussed with the Chair of the Committee, he or she, should contact Liverpool city council 0151 233 8613 or Ofsted (0300 123 1231), Monday to Friday from 8.00am to 6.00pm or email

whistleblowing@ofsted.gov.uk

Liverpool LADO lado@liverpool.gov.uk catherineballans@liverpool.gov.uk

[07771 6702304](tel:077716702304) Deputy lado- [Pauline Trubshaw 07841727309](tel:07841727309)

A disclosure in good faith to the chair person will be treated confidentially, seriously and sensitively. Requests for anonymity, where made, will normally be met but there may be circumstances such as prosecutions or disciplinary investigations where you may be asked to come forward as witnesses.

Committeechair@pavilionpreschool.org

The employee or volunteer will not suffer any personal detriment because of raising any genuine concern about misconduct or malpractice within the organisation.

Reviewed by DC/ September 2023

This policy will be reviewed annually or on a need to do basis.

Signed by the Pre-School Committee:

Signed by the Pre-School Manager: