

Gulval Little Learners

Confidential Reporting procedure ('Whistleblowing')

This procedure is in place to enable employees of Little Learners who have serious concerns about any aspect of their work environment to come forward and voice their concerns without fear of victimisation or subsequent discrimination or disadvantage.

It is in place to encourage employees to raise awareness of serious problems rather than overlooking them or 'blowing the whistle' elsewhere.

Little Learners Management committee has a designated person responsible for this procedure:

This procedure aims to:

- Encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice
- Provide avenues for you to raise concerns and receive feed back on any action taken
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them further if you are not satisfied

This procedure is intended to supplement, rather than replace the existing complaints, disciplinary and grievance procedures. It is to cover serious concerns that fall outside of other procedures:

Including something which you may to believe to be:

- Against the law
- A health and safety risk
- Damaging to the environment
- Misuse of monies
- Corruption or unethical conduct
- Abuse

Confidentiality

All concerns will be treated in confidence and every effort will be made to protect your identity if you wish. At the appropriate time however; you may be required to provide a statement or act as a witness and will be expected to co-operate fully with any investigation and disclose all relevant information.

Anonymous allegations

This procedure encourages you to put your name to allegations as anonymous allegations may often be difficult to substantiate/prove.

Untrue Allegations

If you raise a concern in good faith, but it is not subsequently confirmed by the investigation, no action will be taken against you. If however you make an

allegation frivolously, maliciously or for personal gain then disciplinary action may be taken against you.

How to raise a concern

You should normally raise your concerns with one of Little Learners managers; **Mrs Emily Shapland** and inform them that you are using this procedure. The Committee recognises that on occasion this may not be appropriate.

The following people may also be contacted to raise your concerns:

Jacqui Mcleod; jacks2308@hotmail.com

Sarah Jane Gilbert email; sarahjgilbert152@gmail.com

Initially concerns may be raised verbally or in writing

Although you are not expected to prove beyond doubt, the truth of your concerns, you will need to demonstrate that you have reasonable grounds to raise them.

Where employees fail to report their concerns they may themselves become implicated and consequently the management committee may treat failure by an employee to report such matters as a serious matter which may lead to disciplinary action.

How the Management Committee will respond;

In order to protect all parties initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example Welfare requirements or Child Protection issues) will normally be referred for consideration under those procedures.

The person with whom you have raised your concern will inform the management committee of the facts, the Chairperson or Chairpersons' representative will respond in writing to you within 10 working days with the following information:

- acknowledgement that the concern has been received
- an indication of how the concern will be dealt with
- whether further investigations will take place and if not, why not
- an estimate of how long it will take to provide a full response

The Management Committee will inform you in writing of the outcome of any investigation, or any action taken, subject to the constraints of confidentiality and the law.

Jan 2019

(Chairperson of Little Learners Management Committee)

