

Whistle Blowing

Lily's Kids Klub is committed to maintaining a culture where it is safe and acceptable for all employees and users to raise concerns about poor or unacceptable service, civil offences (including negligence, breach of contract) or misconduct.

Lily's Kids Klub promotes and encourages good staff communication. Staff should feel able to raise questions about any area of concern during regular supervision or in staff group meetings. This is so that any issues concerning areas of poor practice can be revised and modified in the early stages before they cause harm, hopefully preventing any escalation.

Whistle blowing should not be used in place of grievance procedures or be used to raise unfounded or malicious allegations against colleagues or users.

This policy is designed to assist those who is aware or has genuine concerns regarding unacceptable practice and have come to a decision to express a concern after a great deal of thought. The law only requires that there be genuine doubt, therefore the individual who decides to "whistle blow" is not expected to produce unquestionable evidence to support the concern. Producing the evidence is the responsibility of the setting.

Policy Principles:

- The person raising the concern (whistle blowing) will not be allowed to be victimised for doing so
- The victimisation of whistle blowers is a serious matter and disciplinary action will be taken should this happen
- The setting will not attempt to conceal evidence of poor or unacceptable practice and disciplinary action will be taken if any evidence of such is destroyed
- Confidentiality policy/clauses do not forbid or penalise whistle blowing

Procedures:

- Identify the poor or unacceptable practice
- Are there witnesses who will support you
- Record exactly what was witnessed
- Keep copies of all correspondence and relevant information
- Confide in someone objective and trustworthy Manager/Supervisor
- Ask to be informed about any outcome of the investigation

If your complaint is ineffective within **setting**, get the support of an independent organisation such as Ofsted or the Local Safeguarding Children's Board (LSCB)

It would not be intended to use this Policy where other appropriate procedures are available, for example:

Complaints Policy and Procedures
Safeguarding Children Policy and Procedures
Grievance Procedures