



**Horns Mill Pre-school – Established 1984**  
**“Nurture Play Develop”**

**Denbigh Close**  
**Helsby**  
**Frodsham WA6 0ED**

## **Hornsmill Pre-school Whistleblowing Policy**

At Hornsmill Pre-school the welfare of the children is paramount . We are aware that not everybody is going to be 100% happy with the service we offer all of the time. Therefore we have a complaints policy and procedure in place and it is accessible to all.

At times a concern of a more serious nature may want to be brought to our attention more urgently and the person raising the matter will want to feel assured that it will be dealt with the utmost urgency and in the strictest of confidence. The concern could be regarding a staff member and therefore the person raising the concern could feel uncomfortable. It may be a staff member raising a concern regarding another staff member.

We appreciate that not only the parents and children use the setting but also students and teachers from schools and college, volunteers, grandparents, health visitors, speech and language therapists etc. All of whom may have a worry, concern or suspicion. It is our duty to ensure they raise their concerns to Sue Huntbach (manager) and not to a third party.

Hornsmill Pre-school is committed to and takes very seriously the tackling of fraud which could include inappropriate use of two, three and four year old funding , Early Years Access Funding(EYAF ) and or Inclusion Grants and the manipulation of accounting records and finances, decision making for personal gain and inappropriate use of Pre-school assets.

We would also treat any tampered documents as an urgent serious matter whether it is an accident form or a more tender document.

Hornsmill Pre-school is committed to the welfare of the children and would take very seriously any allegations made against a staff member. If an allegation was made we contact LADO Local Authority Designated Officer Katherine Appleton 0151 356 6550.

We would strongly encourage a whistle blower to raise their concerns internally in the first instance to allow Sue (manager) to right the wrong.

If anyone using the Pre-school has a concern they must raise it in the following manner;  
Speak to our freedom to speak up guardian Sarah Crank,

Speak to Sue ( manager) whom is available at the beginning and end of each session . If the concern was regarding Sue, they would contact our LADO.

Full support will be given to the whistle blower in respect of their confidentiality and if necessary there will be protection from reprisals.

All concerns will be taken very seriously and victimising employees or the public or deterring them from raising concerns directly .

**Sir Robert Francis** ( did a review into the Whistle blowing Process in the NHS the final report of the Freedom to speak Up review of whistle blowing processes in the NHS was published on 11<sup>th</sup> February 2015.)

**It has been recognised that enabling professionals to speak up about concerns at work is a key element of the promotion of safety.**

- We need a culture of safety and learning rather than one of blame.
- Raising concerns should be a positive activity
- achieve a culture free from bullying
- culture of visible leadership
- value staff who raise concerns
- a culture of reflective practise
- raising and resolutions of concerns
- mediation and dispute resolution
- support for those raising concerns
- freedom to speak up guardian (Sarah Crank)
- everyone is accountable for adopting fair, honest and open practices when raising or receiving and handling concerns
- students and volunteers should also be subject to maintaining good practise and demonstrate this as they move between placements.

Policy Amended March 19

Policy Review date March 20