

Perfect Start Whistle Blowing Policy

1. About this policy

- 1.1 We are committed to conducting our business with honesty and integrity and we expect all staff to maintain high standards.
- 1.2 We operate a zero-tolerance policy for any form of potentially harmful behaviour to children and we strongly encourage any member of staff to report any concerns if they think a child may be at risk of harm or may have been harmed as soon as possible.
- 1.3 This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. What is whistleblowing?

- 2.1 Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations. It also includes any suspected risk of harm to children.

3. How to raise a concern

- 3.1 Where you feel unable to raise concerns with your manager for any reason, you should contact a member of the Senior Management Team. Contact details are at the end of this policy.
- 3.2 We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy.

4. Confidentiality

- 4.1 We hope that staff will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

5. External disclosures

- 5.1 The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases, you should not find it necessary to alert anyone externally.

6. Protection and support for whistleblowers

- 6.1 We aim to encourage openness and will support whistleblowers who raise genuine concerns under this policy, even if they turn out to be mistaken.
- 6.2 Whistleblowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform a member

of the Senior Management Team immediately. If the matter is not remedied, you should raise it formally using our Grievance Procedure.

- 6.3 You must not threaten or retaliate against whistleblowers in any way. If you are involved in such conduct you may be subject to disciplinary action. In some cases, the whistleblower could have a right to sue you personally for compensation in an employment tribunal.
- 6.4 However, if we conclude that a whistleblower has made false allegations maliciously or with a view to personal gain, the whistleblower may be subject to disciplinary action.
7. Contacts:

Paul Evans – Operations Director	paul.evans@perfectstartnurseries.co.uk Mobile:07544582421 Office: 03337720689
Michelle Richardson – Managing Director	michelle@perfectstartnurseries.co.uk Mobile: 07932395668
LADO (Local Authority Designated Officer)	Insert contact details here
Public Concern at Work (Independent whistleblowing charity)	Helpline: (020) 3117 2520 E-mail: whistle@protect-advice.org.uk Website: www.pcaw.org.uk