



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 1.7 - WHISTLEBLOWING

'Whistleblowing is raising a concern about malpractice within an organisation'

#### Policy Statement

Central@RLK is an organisation committed to delivering a high quality pre-school service, promoting organisational accountability and maintaining public confidence.

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 organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the group's formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

- If an employee or volunteer feels the matter cannot be discussed with the manager, he or she can get free, confidential advice from the independent whistleblowing charity Public Concern at Work; which could help her/him to decide whether and/or how to raise the concern. The details of **Public Concern at Work** are:  
Call: 020 7404 6609  
Email: [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk)  
Website: [www.pcaw.org.uk](http://www.pcaw.org.uk)



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- Alternatively he/she can contact either our **Early Years Consultant (Elaine Ellis)** on **01793 463205** or **OFSTED's Whistleblowing hotline** on:  
Telephone: **0300 123 3155** (Monday to Friday from 8.00am to 6.00pm).  
Email: **[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)**  
By Post: **WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD**

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2016</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>