



WHISTLEBLOWER POLICY AND PROCEDURE

At St Paul's Walden Nursery we take the welfare of our staff and children very seriously, the following policy outlines the importance of the 'Whistleblower' procedure, the procedure for recruiting staff and standards of behaviour we expect from our staff.

Employees are often the first to realise that there may be something seriously wrong within the nursery. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the nursery. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The nursery is committed to the highest possible standards of openness, probity and accountability. We encourage employees and others with serious concerns about any aspect of the nurseries work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals. This Whistle blowing Policy is intended to encourage and enable employees to raise serious concerns **within** the nursery rather than overlooking a problem or blowing the whistle outside. The following procedure outlines how we try to employ the right staff to prevent using the whistle blower policy.

Policy Adopted by St Pauls Walden Nursery
Signature
Signature
Review Date

February 2017
Position: Committee Chair
Position: Manager
February 2018

Procedure when recruiting staff

- We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation.
- The Manager and all staff (including students and Volunteers) will be suitably qualified, and have relevant experience and undergo a full Criminal Records Bureau Checks.
- St Pauls Walden Nursery will not employ staff or Volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from working with children. Criminal Record Checks will be updated every three Years.
- Person's who have not received full Criminal Records Bureau Checks, but who are on the premises (such as a member of staff awaiting registration clearance) will not be left alone with a child.
- All staff have two recent references and a staff induction before starting at St Paul's Walden Nursery.

The following outlines the staff standards of behaviour.

Standards of Behaviour

- Under no circumstances should any argument or disagreements between members of staff occur in the presence of children or Parents/Carers.
- No smoking, alcohol or drug use is allowed in the Nursery.
- No bullying, swearing, harassment or victimisation will be tolerated within the nursery.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

The following outlines the ways staff can communicate their concerns.

- We have an open-door policy in the nursery where staff are free to come and talk to the management team when necessary
- We have regular staff meetings
- Staff have half termly one to one meetings with the manager.
- We have staff questionnaires for staff to voice their concerns.
- Staff have probation periods when they start the nursery and have yearly appraisals.
- As stated above we recognise the need for management to be confidential at all times and the management try to encourage this with the open-door policy and the whistle blower policy.