



## WHISTLE BLOWING POLICY AND PROCEDURE

### RELATED DOCUMENTS

Child Protection Policy and Procedure  
GDPR Policy  
Confidentiality Statement  
Complaints Policy and Procedure  
Equal Opportunities Policy and Procedure  
Suitable People policy and Procedure

### POLICY STATEMENT

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. The Lindens kindergarten supports measures laid out in the Public Interest Disclosure Act 1998, known as the Whistleblowing Act, which protects staff in the workplace who raise concerns about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.

Whistleblowing applies where a member of staff is making a disclosure regarding the following offences or breaches at work:

- Criminal offences
- Failure to comply with a legal obligation
- Miscarriages of justice
- Threats to an individual's health and safety
- Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect
- Damage to the environment
- A deliberate attempt to cover up any of the above

### PROCEDURE

All staff, volunteers and visitors have a responsibility to make sure all children are safe. Anyone who wishes to whistleblow must believe the information is substantially true and will be following their duty and acting in the public interest by following The Lindens whistleblowing procedure. This procedure ensures concerns are treated seriously and are dealt with effectively and efficiently. The Lindens will do all they can to preserve the confidentiality of anyone who raises concerns.



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Concerns should be raised verbally or in writing, giving the following information regarding their concerns (where possible):

- Background and history to the concern
- Names of those involved
- Date and places
- Reason for making the disclosure regarding the concern
- Demonstrate that the disclosure is being made honestly and that they have reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

The whistle blower should receive an initial response to any concerns raised within five working days, informing them of the following:

- that the concern has been received;
- whether any initial enquiries have been made;
- how the matter will be investigated;
- an estimate of how long it will take to provide a final response;
- a point of contact for support and information on the sources of support and advice available.

The Lindens accepts that deciding to report a concern can be very difficult and uncomfortable. All staff receive regular supervision. If a concern is raised in good faith and the following investigation is unconfirmed, no action will be taken against the whistleblower. However, if a whistleblower raises a concern maliciously or for personal gain, disciplinary action will be taken against them.

Any employee or volunteer who, acting in good faith, wishes to raise such concern should normally report the matter to The Lindens managers immediately. If necessary, concerns can be taken to the Steering Group by emailing [steeringgroup@thelindens.uk](mailto:steeringgroup@thelindens.uk)

If an employee or volunteer feels that the matter cannot be discussed with The Lindens, then Ofsted can be contacted by email- [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on 0300 123 1231.

For independent advice on whistle blowing, colleagues should access information from [www.pcaw.co.uk](http://www.pcaw.co.uk), or the independent Whistleblowing charity Public Concern at Work (telephone 020 7404 6609).



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