

Rocks Lane Montessori Whistleblowing Policy

It is important to Rocks Lane Montessori that any fraud, misconduct or wrongdoing by employees or people engaged with us is reported and properly dealt with. Rocks Lane Montessori therefore encourages all individuals to raise any concerns that they may have about the conduct of others in Rocks Lane Montessori or the way in which our nursery is run. We recognize that effective and honest communication is essential if malpractice is to be effectively dealt with and the organization's success ensured.

Whistleblowing relates to all those who work with or within Rocks Lane Montessori who may from time to time think that they need to raise with someone in confidence certain issues relating to the organization.

Whistleblowing is separate from the Complaints procedure. If you have a complaint, please refer to our Complaints Policy. If you have a concern about malpractice within the organization then you should use the procedure outlined below.

- Report any concerns to management.
- All employees and those involved with Rocks Lane Montessori should be aware of the importance of preventing and eliminating wrongdoing within the organization. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimized for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimization of an individual for raising a qualified disclosure is a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure Rocks Lane Montessori's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a maliciously, vexatious or a false allegation then this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to OFSTED.

You can contact OFSTED's hotline in three ways.

Call us on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).

Email OFSTED at whistleblowing@ofsted.gov.uk.

Write to OFSTED's Whistleblowing Hotline at:

WBHL
Ofsted

The Designated Person is: Miss Rajka Krivokapic. In her absence, her Designated Deputy is available for staff to discuss their concerns.

Date: October 2018

Our Whistleblowing Policy will be reviewed annually.