

Policy 28

Whistle blowing

The group aims to provide the best possible care for all children under its care and the policies and procedures have been developed to encourage best possible practice to ensure that this aim is fulfilled.

It is essential if staff observe another member of staff who is not working in the interests of best practice that this is identified. However this should be done in a professional and confidential manner. At no times is it acceptable to use this procedure to air personal issues.

The procedure relates purely to working practice and should only be used if it is believed by the whistle-blower to be a genuine cause for concern.

The following procedure should be followed;

- 1 Dependent on the severity of the situation the observer may wish to speak to the member of staff at an appropriate time, and in an appropriate manner to voice their concerns about that member of staff's working practice
- 2 The member of staff observing the situation should use their good judgement as to whether the matter is resolved at this point or requires further discussion with the principal/manager/supervisor
- 3 It may be that the observer feels the matter is severe enough to be reported directly to the manager/principal
- 4 If this is the case the observer should provide a detailed account of the issue to the principal/manager, initially verbally, however they may later be asked to provide a written statement

- 5 The manager/supervisor will then decide the best course of action to take regarding the issue
- 6 The whistleblower will have the full support of the senior staff in reporting untoward practices, and they can remain anonymous if they wish to, in most circumstances, however in certain circumstances this may not be appropriate or possible

In all matters of whistle blowing the subject should not be discussed by the whistle blower with anyone other than the person involved or the manager/principal/supervisor as appropriate.