



The Children's Ark
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Cornwall
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Charity ref: 11473898

Ofsted:
EY457353

Whistleblowing Policy

Whistle blowing is a mechanism by which adults can voice their concerns, made in good faith, without fear of repercussions from their employer/manager or retribution from their colleagues. Whistle blowing is a term used when the person raising the concern is not usually personally or directly affected by the danger or legality.

Staff should acknowledge their responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This may involve concerns about danger or illegality that affects others. This may include concerns about possible fraud, crime, danger or other serious risks that could threaten children, parents/carers, colleagues or members of public or the setting's own reputation.

This is particularly important where the welfare of children may be at risk.

In accordance with the Public Interest Disclosure Act 1998 employment rights are protected for any staff member who voices their concerns which might otherwise be regarded as confidential.

This policy ensures:

- A climate of open communication which enable staff to voice their concerns at the earliest opportunity and thus averts a larger issue in the future.
- If an employee's concerns are misplaced, then this misunderstanding can be addressed sooner rather than later.
- Knowing that a clear whistle blowing policy is in place shows the setting is serious about dealing with malpractice and should act as a deterrent to anyone considering illegal, improper or unethical practice.

How to Raise a Concern

If something is concerning you, as a first step you should raise concerns with your manager however we recognise on occasions this may be inappropriate in which case there are the following other options to raise a concern:

Sarah Cottingham - Committee Chairperson/Ofsted Nominated Person
07920813678

Amy Whittaker - Committee member 07585833515

Single Referral Unit: 0300 123 1116

Environmental Agency: www.environment-agency.gov.uk 03708 506 506

Food Standards Agency: www.food.gov.uk 020 7276 8829

Health and Safety Executive: 08701 54500 www.hse.gov.uk 0845 300 9923

Police: 101

Oftsed: 0300 123 1231

Email whistleblowing@ofsted.gov.uk.

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

Support from 'Public Concern at Work'

Public Concern at Work is an independent charity specialising in providing individuals with free confidential and practical advice about raising concerns at work. They can help you identify how to raise a concern while minimising any risk to you and maximising the opportunity for any wrongdoing to be addressed. They can advise you how to safely and effectively raise a concern helping you to decide if you are unsure whether to raise a concern or not.

Telephone number 020 7404 6609

www.pcaw.co.uk

How the Setting Will Respond to Concerns Raised Internally

All concerns raised will be treated confidentially by those involved in the reporting process. The amount of contact between the individual raising the concern and the person investigating the matter will be dependent on the issue raised.

- All concerns raised will be acknowledged within two days
- Recorded and stored in four days

- Investigated and responded to within 10 days
- Management and appropriate external agencies will be informed of the concern following the setting's line of responsibility.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....