

Weddington Primary Out of Hours Club

Whistleblowing Policy

Whilst we expect all our colleagues to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

It is vital that all members of the team talk through any concerns they may have with their line manager at the earliest opportunity to ensure any problems are addressed as soon as they arise.

Disclosure of information

If, in the course of your employment, you become aware of information which you believe tends to show one or more of the following, you MUST use the club's disclosure procedure as detailed below:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person, has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. E YFS, National Minimum Standards)
- That a miscarriage of justice that has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be, endangered.
- That the environment, has been, is being, or is likely to be, damaged.
- That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure procedure

- If this information relates to child protection/safeguarding issue then the settings child protection/safeguarding policy should be followed.

- Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to your line manager so appropriate action can be taken. If it is inappropriate to make the disclosure to your manager (i.e. because it relates to your manager) you should speak to Mrs Pat Wheatley – Headteacher.
- Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a confidential manner and will be followed through in a detailed manner.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal.
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal.
- Any management personnel who inappropriately deal with whistleblowing issues (e.g. failing to react appropriately by not acting or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

Date reviewed	April 2024
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