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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **WHISTLEBLOWING** |

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| **POLICY REFERENCE:** | **BRAM34** |
| **Issue Number:** | **03** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

* Brambles Childcare CIO is committed to the highest possible standard of operation, probity and accountability, and recognises that its workers are often the first to realise that there may be something wrong within Brambles Childcare. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to Brambles Childcare, and they may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may be a suspicion of malpractice.

The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. In accordance with that Act and its commitment to the highest standards of service delivery, Brambles Childcare encourages its workers with serious concerns about any aspect of Brambles Childcares work to come forward and voice those concerns, in confidence, within Brambles Childcare, rather than overlooking a problem or blowing the whistle outside.

**Objective**

The aim of this policy and associated procedures is to establish an internal mechanism that will encourage and enable workers to raise serious concerns about any aspect of Brambles Childcare work, (which do not meet the criteria for being dealt with as a complaint or grievance), in confidence and without fear of reprisals, to ensure that Brambles Childcare continues to improve its services and provides best value.

**Scope**

Concerns that should be raised via the Whistleblowing Policy may be in relation to the actions/behaviours of other workers and may be about something that is perceived as:

* Unlawful
* Against other policies; or
* Falling below established standard or practice; or
* Amounting to improper conduct.

Concerns that fall outside the scope of the Whistlblowing Policy are those raised by workers:

* about their conditions of service: these should be addresses via the Grievance Procedure or Bullying and Harassment at Work Procedure, depending on the nature/seriousness of the complaint; or
* as or on behalf of a service user\*: these should be addressed via the Complaints Procedure.

\*In exceptional circumstances, where the complaint involves a number of service users, or the service user is unable/unwilling to make the complaint personally, the Whistleblowing Procedure may be followed.

**Principles**

This policy is based on the following fundamental principles:

**All** workers have the right to raise concerns about perceived unacceptable practice or behaviour.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with **all** workers, and under Brambles Childcares Health and Safety Policy workers are expected to raise concerns about potential health and safety risks.

Brambles Childcare will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.

Brambles Childcare will do its best to protect a workers identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.

In some circumstances Brambles Childcare may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first.

Appropriate advice and support will be made available to workers who raise concerns.

Workers who raise concerns will be kept informed of the progress and outcome of any investigation.

Brambles Childcare will not tolerate malicious or vexatious allegations, which may be considered a disciplinary offence.

**Procedures**

Procedures for reporting and investigation ‘whistleblowing’ concerns have been developed to ensure that;

* avenues exist for workers to raise concerns internally as a matter of course, and receive feedback on any action taken.
* Concerns are taken seriously and dealt with quickly and appropriately.
* Workers are reassured that they will be protected from reprisals or victimisation for whistleblowing in good faith.
* Workers can take the matter further if they are dissatisfied with Brambles Childcare response.
* Issues raised are addressed via other procedures as appropriate, e.g. anti-fraud and corruption, grievance, disciplinary, health and safety, harassment, child protection and adult abuse procedures.
* Appropriate records are maintained for monitoring purposes.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *03* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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