



Whistle Blowing Procedure

Robin's Nest supports measures laid out in the Public Interest Disclosure Act 1998 which protects whistle blowers from any form of victimisation. Whistle blowing applies where a colleague is making a disclosure regarding the following offences or breaches:

- Criminal offences
- Failure to comply with a legal obligation
- Miscarriages of justice
- Threats to an individual's health and safety
- Damage to the environment
- A deliberate attempt to cover up any of the above

For the purposes of this policy 'colleague' applies to everyone involved in delivering services in Robin's Nest, as well as agency colleagues, self employed colleagues if they are supervised and people who aren't employed but are in training with us.

Colleagues who whistle blow must believe the information is substantially true and will be following their duty and acting in the public interest by following Robin's Nest's whistle blowing procedure. This procedure ensures concerns are dealt with effectively and efficiently and Robin's Nest do all they can to preserve the confidentiality of colleagues who raise concerns.

Robin's Nest's procedure encourages colleagues to disclose information through the appropriate channels first before raising their concerns with external bodies or people. In the first instance, colleagues should raise their concerns with the Childminding Improvement Officer. This will depend however on the seriousness and sensitivity of the concerns, if the Childminding Improvement Officer is not appropriate, the concerns should be taken to Ofsted. For independent advice on whistle blowing, colleagues should access information from www.pcaw.co.uk



Concerns should be raised verbally or in writing, giving the following information regarding their concerns (where possible):

- Background and history to the concern
- Names of those involved
- Date and places
- Reason for making the disclosure regarding the concern
- Demonstrate that the disclosure is being made honestly and that they have reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

This information will aid the subsequent investigations, Robin's Nest will begin by making initial enquiries to decide whether an investigation is appropriate and how this should be undertaken before involving the colleague who has raised the concerns and those accused of malpractice. Some concerns may be resolved without the need for investigation, however if urgent action is required this will be taken before any investigations take place. The whistle blower will be notified of how Robin's Nest proposes to deal with the concern within ten working days of it being raised.

All concerns will be treated in confidence, however during an investigation it may be necessary to make the origin of the disclosure known to the person/s being investigated.

Any concerns which fall under specific procedures such as misconduct or discrimination will follow the appropriate disciplinary procedures.

Robin's Nest accepts that deciding to report a concern can be very difficult and uncomfortable, if a concern is raised in good faith and following investigation is unconfirmed, no action will be taken against the whistle blower. If however a whistle blower raises a concern maliciously or for personal gain, disciplinary action will be taken against them.