**Kingsmeadows Nursery (Peebles) Ltd**

**Whistleblowing Policy**

The aim of this policy is to underline our commitment to, and support of, those who come forward to express their concerns. Staff are often the first people to realise there may be something wrong within the setting, but may not express their concerns for a variety of reasons. This policy aims to encourage and enable staff to raise serious concerns by ‘blowing the whistle’ within the workplace, rather than overlooking or ignoring a problem or concern.

* Please keep your eyes open and come forward with any concerns at an early stage – you are not being disloyal to a colleague but you are being loyal to your employer and acting in the best interests of the other staff and customers.
* Please do not wait for proof or seek to investigate the matter yourself.
* If you wish, you can come forward with another colleague to report your concerns.
* Any concerns should be reported in the normal way to either a Lead Practitioner or the Manager.
* If you come forward with a concern you will be protected from reprisals or victimisation. You can be confident that coming forward with a concern will not affect your career, or your enjoyment of your job. This applies equally if you come forward with a concern in good faith which turns out later not to have been justified.
* Concerns must not be raised for the purpose of furthering any private dispute. Raising a false allegation with malicious intent will be regarded as a disciplinary matter.
* Concerns raised will always be taken seriously and dealt with. The manner in which concerns are dealt with will vary from case to case but will follow the setting disciplinary procedure in cases where this is necessary.

Reviewed January 2022