Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050
Limited Company Number: 07276939. Registered Charity Number: 1141234

Whistleblowing Policy

1. Abacus supports employee's being able to whistle blow if they feel that another member of staff is causing concern.

2. If the employee has a concern about another member of staff they should raise their concerns with the Manager. A "Yellow form" Logging a concern about a member of staff or volunteer should be filled in and shared with the Manager, (if the concern is NOT the manager). The Manager will discuss the concerns with the employee. If it is felt necessary by the Manager the Directors will be informed. The Directors and the Manager will decide what and/or if a course of action is required and what that should be. Depending on the outcome and or if children are in immediate danger then the manager/DSL will follow the guidance to send in the Yellow form, Advice can be sort from the LADO (Local Authority Designated Officer). Details can be found on the safeguarding board in the office.

3. If the employee has a concern about the Manager they should raise their concerns with one or all of the Directors. The Directors will document (Yellow form as above) and discuss the concerns with the employee. If it is felt necessary by the Directors they will discuss the matter with the other Directors and they will all decide what and/or if a cause of action is required and what that should be. Again advice form the LADO (As above) can be sort.

4. The cause of action will depend on the concern and may be dealt with in accordance with Abacus Disciplinary Procedure, which may include:
   : a discussion
   : verbal warning
   : written warning
   : dismissal (immediate in cases of gross misconduct)

5. If a child Protection issue is raised, then Ofsted will be informed immediately in accordance with our Safeguarding Policy.

5.1. If the Child Protection issue concerns a member of staff, that member of staff will be suspended immediately from duty and required to leave the premises immediately and not return until the matter is resolved in accordance with paragraph 6 below.

5.2 If the Child Protection issue concerns any other person connected to Abacus, if on the premises, they will be required to leave. If not on the premises, they will not be permitted to return. In both cases, the person will not be permitted to return until the matter is resolved in accordance with paragraph 6 below.

6. In the case of a Child Protection issue a person shall not be permitted to return to the premises until the matter has been fully investigated and a decision has been made in accordance with all the necessary policies and procedures.

7. Whistleblowing is discussed with all staff at Abacus, along with the importance of confidentiality, and the importance of protecting the person from victimisation and harassment form others whilst the issue is dealt with.

This Policy will be reviewed annually.

Signed :

Print:

Date :

Position held : Chair of Trustees.

decision has been made in accordance with all the necessary policies and procedures.

8. Whistleblowing is discussed with all staff at Abacus, along with the importance of confidentiality, and the importance of protecting the person from victimisation and harassment from others whilst the issue is dealt with.

This policy will be reviewed annually.

Signed

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Position held – Chair of Trustees