

Springboard Sunderland Trust

Springboard Nursery

Whistle Blowing Policy



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Whistle Blowing Policy	
Category:	Springboard Nursery
Responsible Person:	Jane Waggott
Accountable Person:	Gemma Dunn
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About this Policy

At Springboard Nursery we are committed to conducting our business the highest possible standards of openness, honesty, integrity and accountability, and we expect all staff to maintain high standards. This policy sets out the procedure to be undertaken should activity drop below these standards. Springboard Nursery follow Springboard Sunderland Policy alongside the same standards as Sunderland City Council and therefore we refer to both Whistle Blowing Policy arrangements for the public and workers in addition to the following policy.

What is whistleblowing?

Whistleblowing is the reporting of suspected wrongdoing or dangers in relation to our activities. This includes bribery, fraud or other criminal activity, miscarriages of justice, health and safety risks, damage to the environment and any breach of legal or professional obligations.

Procedure

Employees are generally the first to notice if there is something seriously wrong with the organisation. Employees and the community should be encouraged to come forward with any concerns that they may have and voice these concerns. Generally, these concerns are easily rectified however if they are about unlawful conduct, financial malpractice or dangers to employees and/or the public then the following procedure should be followed: -

How to raise a concern

We hope that in many cases you will be able to raise any concerns with your manager. However, where you prefer not to raise it with your manager for any reason, you should contact your most senior manager or, where appropriate, a trustee. Contact details are at the end of this policy.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Response to the concern

- The action taken will depend upon the nature of the concern. The matters raised may be investigated internally, be referred to the police, or be referred to the external auditor.
- Some concerns may be resolved by agreed action without the need for investigation.
- Within 10 working days of the concern been received you will receive a acknowledgement in writing, detailing how it will be dealt with, where possible an estimate to be provided as to how long it will take to provide a final response, informing you whether any initial enquiries have been made and whether any further investigations will take place and if not why not.

Confidentiality

We hope that staff will feel able to voice whistleblowing concerns openly under this policy. Completely anonymous disclosures are difficult to investigate. If you want to raise your concern confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances it may be appropriate for you to report your concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to anyone external. Public Concern at Work operates a confidential helpline. Their contact details are at the end of this policy.

Protection and support for whistle-blowers

We aim to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistle-blowers must not suffer any detrimental treatment as a result of raising a genuine concern. If you believe that you have suffered any such treatment, you should inform the CEO immediately.

You must not threaten or retaliate against whistle-blowers in any way. If you are involved in such conduct you may be subject to disciplinary action.

However, if we conclude that a whistle-blower has made false allegations maliciously or with a view to personal gain, the whistle-blower may be subject to disciplinary action.

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Contacts

Acting Nursery Manager	Jane Waggott 0191 5155334 jwaggott@springboard-ne.org
Chief Executive Officer	Steve Reay 0191 5155300 Sreay@springboard-ne.org
Protect, Speak up, Stop Harm (Independent whistleblowing charity)	Helpline: 020 3117 2520 E-mail: whistle@protect-advice.org.uk Website: https://protect-advice.org.uk/
Complaints and Feedback Team (Sunderland City Council)	Tel no: 0191 561 2464 E-mail: complaints@sunderland.gov.uk Web site: www.sunderland.gov.uk/

This policy was adopted at	Springboard Nursery
Date:	07/08/2021
Date to be reviewed	01/08/2025
Signed by the manager	<i>J Maggott</i>
Signed by the signatory	<i>S Reay</i>
Name of signatory	Steve Reay
Role of signatory	Chief Executive