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CAMBO WRAPAROUND Child Care Practice

WHISTLEBLOWING POLICY

Cambo Wraparound are committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the Management and workers.

This Policy aims to help Management, members of staff and volunteers to raise any serious concerns they may have about colleagues or their employer with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

It is written in the context of the Public Interest Disclosure Act 1998, which protects employees who 'blow the whistle' on malpractices within their organisation.

What types of concerns?

The Policy is intended to deal with serious or sensitive concerns about wrongdoings, such as the following:

- A criminal offence.
- Failure of a safeguarding procedure.
- A failure to comply with any legal obligation.
- A miscarriage of justice.
- Unauthorised use of the Organisation's money.
- Breaches and abuses of the Organisation's policies.
- Fraud or corruption.
- The mistreatment of service users.

(or concealment of the above)

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur.

However, if an individual knowingly or maliciously makes an untrue allegation (e.g. in order to cause disruption within the Organisation), the setting will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

This Policy does not deal with any complaints staff may have about their employment. This should be dealt with through the Grievance Procedure.

How to raise a concern in the workplace

Individuals should, in most cases, first report their concern to the Manager, who is the Whistle Blowing Officer and is expected to respond to the matter.

Dependent on the seriousness and sensitivity of the matter and who is suspected of the wrongdoing, the individual should report to the Manager. If the matter concerns the manager it should be raised with the Chair of the Directors.

Individuals are encouraged to raise their concerns in writing where possible, setting out the background and history of their concerns (giving names, dates and places where possible, please use the Safeguarding form) and indicating the reasons for their concerns.

If any individual is unsure about whether to use this procedure, or they want independent advice at any stage, they should contact:

Ofsted whistle blowing on 0300 1233155 or email: whistleblowing@ofsted.gov.uk

Ofsted will be able to advise you on how and with whom to raise a concern about malpractice.

Disclosures made to a legal advisor in the course of obtaining legal advice will be protected under the Public Interest Disclosure Act 1998.

If the individual reasonably believes that the matter relates wholly or mainly to the conduct of a person or body other than Cambo Wraparound or any other matter for which a person or body other than the Organisation has legal responsibility, the disclosure should be made to that other person or body.

Protecting the individual raising the concern

If an individual raises a concern which they believe to be true, Cambo Wraparound will take appropriate action to protect the individual from any harassment, victimisation or bullying. Employees who raise a genuine concern under this policy will not be at risk of losing their job, nor will it influence any unrelated disciplinary action or redundancy procedures.

The matter will be treated confidentially if the individual requests it and their name or position will not be revealed without their permission unless the Organisation has to do so by law. If, in other circumstances, the concern cannot be resolved without revealing the individual's identity, the Manager will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective but the Manager will decide whether or not to consider the matter taking into account:

- The seriousness of the matter
- Whether the concern is believable
- Whether an investigation can be carried out based on the information provided

How Cambo Wraparound will deal with the concern

How the concern will be dealt with will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the Cambo Wraparound through the disciplinary process, or it may

be referred to the police, other agencies like the Local Authority, Ofsted, an external auditor or an independent investigator.

It may be necessary for the individual to give evidence in criminal or disciplinary proceedings.

Cambo Wraparound will give the individual feedback on the progress and outcome of any investigation wherever possible.

If the suspicions are not confirmed by an investigation, the matter will be closed. Staff will not be treated or regarded any differently for raising the concern and their confidentiality will continue to be protected.

Ofsted's whistleblowing

Telephone: Whistleblowing Hotline (0300 1233155). It is staffed from 8am –6pm, Monday – Friday.

Email: whistleblowing@ofsted.gov.uk

Post: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD