



EYFS Statutory Requirements – Section Three

EYFS Key Themes and Commitments

<u>A Unique Child</u>	<u>Positive Relationships</u>	<u>Enabling Environments</u>	<u>Learning and Development</u>
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Policy Statement

At Warwick Community Playschool we expect that all staff will be professional at all times and hold the welfare and safety of every child as their paramount objective. It is vital that all team members talk through any concerns they may have with the manager at the earliest opportunity to enable any problems to be dealt with as soon as they arise.

Procedures

Disclosure of Information

If any staff member believes that they have information showing one or more of the following, they must follow the disclosure procedure below:

- ☀ That a criminal offence has been committed or is being committed or is likely to be committed
- ☀ That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS)
- ☀ That a miscarriage of justice that has occurred, is occurring or is likely to occur
- ☀ That the health or safety of any individual has been, is being, or is likely to be endangered
- ☀ That the environment has been, is being, or is likely to be damaged
- ☀ That information tending to show any of the above, is being, or is likely to be deliberately concealed.

Disclosure Procedure

- ☀ If any information relates to safeguarding, the safeguarding policy will be followed.
- ☀ Any information about the above should promptly be disclosed to the manager or Chair of the Committee.
- ☀ The manager and/or Chair of the Committee will treat all disclosures seriously and within a confidently and consistent manner. They will seek advice from Lawcall at the Preschool Learning Alliance.

How a Disclosure will be dealt with

The action taken by the Playschool will depend on the nature of the concern. The matters raised may for example:

- ☀ be investigated internally,
- ☀ be referred to the Police, or other appropriate body
- ☀ be referred to the External Auditor, or
- ☀ form the subject of an independent inquiry

In order to protect individuals, the manager/Chair of the Committee, will carry out a preliminary investigation to establish the facts of the matter, assess whether the concern has any foundation and whether it can be resolved internally. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or unlawful discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for further investigation.

The preliminary investigation may identify the need to involve third parties to provide further information, advice or assistance; for example, the involvement of other members of Playschool staff, legal or personnel advisors, the police, the Council, the Department for Education and Skills or other appropriate body.

Records will be kept of work undertaken and actions take throughout the investigation. The investigating officer(s), possibly in conjunction with the governing body, will consider how best to report the findings and what corrective action needs to be taken. This may include some form of disciplinary action or third party referral.

Within 14 working days of a concern being received, the Chair of the Committee or the manager will write to the employee who raised the issue:

- ☀ acknowledging that the concern has been raised,
- ☀ indicating how it is proposed to deal with the matter,
- ☀ where possible, giving an estimate of how long it will take to provide a final response, and
- ☀ telling the employee whether further investigations will take place, and if not, why not.

The amount of contact between the officers considering the issue and the employee who has raised the issue will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought from the employee.

When any meeting is arranged with the employee, he or she will be given the right to be accompanied by a professional association representative or a work colleague who is not involved in the area of work to which the concern relates.

The Playschool accept that workers need to be assured that the matter has been properly addressed. Thus, subject to legal or contractual constraints, workers will receive appropriate information about the outcomes of any investigations.

Dependent upon the nature of the concern or allegation and whether or not it has been substantiated, the matter will be reported to Ofsted and the Council.

Appeals must be made within 7 calendar days to the manager or Chair of the Committee.

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal. Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal. Any management employee who inappropriately deals with a whistleblowing issue may be deemed to have engaged in gross misconduct which could lead to dismissal.

This policy was adopted at a meeting of: Warwick Community Association

Reviewed on: May 2017

This policy will be reviewed annually in May.

This policy will be reviewed annually, with changes made as required. The manager of the setting will be responsible for maintaining this and sharing with the committee members of Warwick Community Association to be verified. This will be shown in the minutes of the meeting.