

# Auchinairn Nursery



## Whistle Blowing

Auchinairn Nursery has procedures in place to allow staff to raise concerns internally in a confidential and secure manner at appropriate levels. All disclosures will be treated in a sensitive manner, keeping the identity of the individual making the allegation confidential so long as it does not hinder or frustrate the investigation. Individuals will be given encouragement to put their names to any disclosure made as concerns expressed anonymously may be considered less credible.

If an individual makes an allegation in GOOD FAITH, which is not confirmed by subsequent investigation, no action will be taken against the individual. In making a disclosure the individual should exercise due care to ensure accuracy of information. If, however, the individual makes malicious or vexatious allegations, and particularly if he/she persists in making them, disciplinary action is likely to be taken against the individual.

All disclosures must be made in writing to the Head of Centre. The appropriate person will consider the information and will take advice on how the investigation should proceed. This may be in the following ways:

- Matter to be investigated internally
- Matter to involve inspection authorities
- Matter to be referred to the police
- Matter to involve several parties during the investigation

Any investigation will be carried out in accordance with the nursery's Staff Complaints Procedure. Where a disclosure is made the person or persons will be informed and will be able to comment before any investigation or action is concluded. Other internal procedures may be involved as a result of an investigation.

The outcome of any investigation will determine next steps. A record of all disclosures will be kept securely and copies given to both parties.

Care Standard: 14  
Child @ Centre 2: 9.3 9.4

This policy has been reviewed and updated in consultation with staff and parents

Signed .....

May 2017