

b) Montessori Nursery Whistle Blowing Policy

In addition to our staff grievance policy, this policy ensures that the working environment is free from hassle or bullying.

This policy makes it clear that any staff member may speak up without fear of harassment, victimisation, discrimination or disadvantage. Any investigation into allegations of malpractice will not be influenced by any disciplinary procedures that affect a member of staff. We encourage individuals to disclose information through appropriate channels and first steps would be to speak to the manager. If the staff member feels unable to disclose the information to the manager, she should contact the police. The staff member may also make the allegation in writing.

Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred or is likely to occur.

Concerns may be put in writing, giving full details, including the history, names, dates and places and give reasons for making the disclosure, and a full investigation will follow. If urgent action is required this will take place before the investigation. Staff will be told how the company proposes to deal with the situation within 10 days of the complaint being raised.

All concerns will be treated in confidence and every effort will be made not to identify the staff member, complainants must be aware though that their identity may be revealed by inference.