Section 2. Suitable People

Safeguarding and Welfare Requirements: Suitable People

Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles

* 1. Employment & Safer Recruitment
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Safeguarding and Welfare Requirements: Suitable People

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* 1. **Employment & Safer Recruitment**

**Policy Statement**

Busy Bees Preschool will meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure Barring Service (DBS), in accordance with statutory requirements.

**Procedures**

*Vetting and staff selection*

* We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
* We welcome applications from all sectors of the community and applicants will be considered on the basis of their suitability to the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
* We use Ofsted guidance on obtaining references and criminal record checks through the DBS, for all staff and regular volunteers who have access to children, this is carried out before prior to employment. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act (2006) for the vetting and barring service.
* All staff have comprehensive job descriptions, which set out their staff roles and responsibilities.
* All staff have contracts of employment which sets out their responsibilities as employees, and the employers responsibilities to employees.
* We keep all records relating to employment of staff and volunteers, including qualifications, identification & the date and reference number of the DBS checks. This is collated on a Suitability & Identity check form and updated as required.
* Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children- whether received before, or at any time during their employment with us. Staff are required each year to formally declare they have none of the above to disclose and continue to be suitable to work with children. This is referred to as the Annual Declaration of Disqualification.

**Changes to staff**

* We inform Ofsted of any changes to the person responsible (the manager) and Committee for the setting.

**Disqualification**

* When we become aware of any relevant information which may lead to the disqualification of employee, we will take the appropriate action to ensure the safety of the children. Ofsted and the DBS will be informed if a person is disqualified when it is likely to affect the suitability of them being in regular contact with children; this will happen within 14 days.
* See the Disciplinary and Grievance Procedure, 2.2 for more details

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**2.2 Disciplinary and Grievance Procedure for Busy Bees Preschool**

**Minor disagreements**

Minor disagreements among preschool staff, or between staff and Committee, can usually be resolved at regular staff meetings or informally through discussion.

**Disciplinary procedure**

A more serious situation arises when a dispute cannot be resolved, or when the Committee is dissatisfied with the conduct or activities of an employee.

Instant dismissal is possible only in extreme circumstances of gross misconduct. Examples of such conduct would be;

1. Theft or fraud
2. Ill treatment of children
3. Assault
4. Malicious damage
5. Gross carelessness which threatens the health and safety of others
6. Being unfit through abuse of drugs or alcohol
7. Committing any other offence which would lead to disqualification

Otherwise an employee will not be dismissed without the appropriate warnings.

Any disciplinary matter will normally be dealt with in three stages.

1. An oral warning
2. A written warning
3. Notice of dismissal

The employee may be accompanied by a friend or trade union official at each stage if he/she wishes.

If an oral warning is to be given;

(1) The employee should be interviewed by the Preschool Chair who will state his/her case, keeping to the facts of the matter.
(2) The employee will be given full opportunity to state her/his case.
(3) If the warning is still considered to be appropriate, the employee will be told:

 a. what action should be taken to correct the conduct
 b. That he/she will be given reasonable time to rectify matters
 c. that if he/she fails to improve then further action will be taken
 d. that a record of the warning will be kept
 e. that he/she may appeal against their decision

If the conduct or performance in question remains below agreed standards then the above procedure will be repeated and a written warning may be issued. If the situation continues and the process repeated for a third time, a dismissal may be deemed necessary. Several oral warnings for different incidents/matters may result in a written warning for all of the named matters and steps taken to resolve all of the matters.

**Appeals**

* Will be heard without unreasonable delay and ideally at an agreed time and place. Employees should let employers know the grounds for their appeal in writing
* The appeal should be dealt with impartially and wherever possible, by a manager or committee member who has not previously been involved in the case.
* Workers have a statutory right to be accompanied at appeal hearings
* Employees should be informed in writing of the results of the appeal hearing as soon as possible

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**2.3 Student Placements**

**Policy Statement**

Busy Bees Preschool recognises that qualifications and training make an important contribution to the quality of the care and education provided by early years settings. As part of our commitment to this we offer placements to students undertaking early years qualifications and training. We also offer placements for work experience students in years 10 or 11.

**Procedures**

In co-operation with educational providers, we welcome students into the preschool on the following conditions;

The needs of the children are paramount. Students will not be admitted in numbers which hinder the essential work of the preschool, as a general rule only two student placements will be accepted at any one time.

All students will receive an induction where their role will be discussed and relevant information shared before they start their placement. Students will be asked what they need to achieve over the placement and expected to show the manager any worksheets, checklists or assignment questions to enable us to provide relevant and meaningful experiences for the student. An induction will be tailored to the age and qualification level of the student and will cover;

* Health and safety
* Confidentiality
* Basic safeguarding,
* Behaviour management
* General staff conduct

Students are always supervised by a named member of staff and report to the room leader. Under no circumstances will students be left alone with children. Whilst using initiative is encouraged, students must always check with their supervising staff member before undertaking a task they have not been asked to do. Students must also let the supervising staff member know if they need to leave the room for any reason.

Students will not undertake nappy changing or assist any children in the toilet. The safety of both children and students is paramount, therefore they must not carry out any duties considered to be dangerous to themselves or duties that may put our children at risk. This would include duties such letting visitors in and out of the front door or using cleaning chemicals beyond antibacterial spray. They may make themselves hot drinks and use the microwave if deemed competent to do so.

Whilst in the preschool students will come into contact with information about children and families. All information is deemed confidential and must not be shared in any way. Students will only access children’s records under supervision and only for training purposes. Where students are required to carry out case studies or write about individual children, written permission will always be sought from parents. When drawing upon their experiences at the preschool for school/college work care must be taken to not identify any individuals, including staff, visitors and children.

Students from schools/college on a short-term placement are not counted in ratios. Students on a long-term placement may occasionally be included in ratios at the manager’s discretion. This would normally be where the student is aged 18 or over, had a full staff induction & DBS check, have childcare experience and have proved themselves competent.

We recognise that students under 18 are still children themselves and therefore may require a higher level of support. Whilst on placement with us we have a duty of care, and any concerns about their well-being or behaviour would be passed on to their parents or teachers and dealt with in accordance with our safeguarding policy.

Safeguarding and Welfare Requirements: Suitable People

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**2.4 – Staff Absence Management**

**Policy Statement**

Staff sickness will be managed with the aim of minimising disruption to the preschool and supporting good health of all staff. Staff must be fit to work and must consider the physical demands of the role.

**Employee Responsibility**

Busy Bees Preschool’s agreed attendance standard is 95% although staff should of course strive to achieve 100% attendance. The employee has a responsibility to help their own recovery.

It is the employee’s responsibility to make themselves aware of the procedure to follow when reporting sickness or absence from work.

**Exclusion periods for contagious illnesses**

Working with children means that employees are in contact with illnesses which can be highly contagious. We take the health of children and staff very seriously therefore if employees have any contagious illness they must adhere to the same exclusion periods as children. This will ensure that staff are able to recover appropriately and that this illness is not passed on to other staff, children or parents. The manager will advise employees of any exclusion times required, following advice from Public Health England.

**Sickness absence reporting procedure**

Reporting sickness absence should be done using the following guidelines. Failure to

follow these guidelines could delay any sick pay due to employees and could possibly result in disciplinary action.

On the first day of absence, employees must:

* Contact the preschool manager before 8am by telephone on the first day of absence, using the number given at induction
* A text message will not be accepted
* Give brief details of the illness
* Telephone and speak to someone themselves unless hospitalised or

incapacitated in which it is permissible to request that a family member/friend does this on their behalf

* Prompt reporting of sickness absence enables staffing to be arranged and minimises the disruption to the preschool

If staff are aware that the illness is likely to last for more than the one day; due to the exclusion periods of illnesses or medical advice, they should discuss the length of absence expected with the manager. In all other circumstances staff must contact the manager daily.

For absences of more than seven consecutive days, employees must provide a ‘fit note’ completed by a qualified medical practitioner for the period of absence.

 **Recording**

The manager is responsible for recording all occurrences of sickness absence within the preschool, including part days. Absence should also be recorded if the employee attended for work but subsequently had to leave work early due to ill health. The manager must also ensure that the end of the sickness absence is recorded and notified to the accountant to process Payroll.

It is imperative that the details of sickness absence including the reasons for it are recorded to assist in identification of trends in absence along with resultant costs and risks to Busy Bees.

**Return to Work Interview**

After returning to work from any sickness absence leave, a ‘return to work’

interview will be undertaken by the employee and manager.

During the return to work interview the following will be discussed:

* The reason for absence
* Whether adjustments to the role (on a temporary or more permanent basis) are required and what they are. These might include adjusted work patterns, start and finish times and changes of duties
* Future requirements and expectations, e.g. improved attendance
* The return to work interview should be recorded and signed by both the manager and employee and a copy attached to the employee’s file

Where an employee’s attendance record gives cause for concern because of the duration or frequency of absence, this should be brought to the attention of the employee through a discussion with the manager.

Throughout any stage of discussions on sickness absence, employees may be accompanied by a work colleague.

The abuse of sick leave and sick pay regulations may be classified as misconduct and will be dealt with through the disciplinary procedure.

**Managing Absence; defining the types of sickness absence**

The manager should use their discretion in deciding which path to follow depending on the individual circumstances.

**Short-term sickness absence; with no underlying health condition**

This is defined by patterns of sickness absence for which there is no common underlying problem. Short-term absence may be short periods of one or two days occurring frequently.

**Long-term sickness absence**

For the purposes of the policy, long-term sickness absence is defined by the Preschool as absences lasting over one month.

**Absence with an Underlying Health Problem**

 This is defined as a period or pattern of sickness absence for which there is a common underlying health cause. This type of sickness absence will normally present itself as long-term sickness – a long period or periods of sickness absence normally with a high number of days absence but over few episodes. However, it can in some cases present in a different pattern, e.g. a high number of shorter periods of sickness absence.

**Managing short term absence with no underlying health conditions**

Triggers for further investigation could include:

* Four self-certified spells of absence in one calendar year
* A total of 10 working days or more of self-certified absence in one calendar year
* Patterns of absence over a period, e.g. an individual regularly taking Mondays or Fridays off
* Where an employee’s attendance record is significantly worse than those of comparable employees, or absence problems have gone on for a considerable length of time

**Stage 1 Attendance Management Meeting** - The manager will meet with the employee to formally highlight that their attendance has fallen below the minimum level required by the preschool and one or more of the triggers has been identified. The purpose of this meeting will be to discuss the employee’s attendance record, taking a supportive approach toward their health and to agree any remedial action to support them to achieve the required standard. The meeting will be led by the manager, who will be supported by the deputy or committee if required. The employee will be entitled to be accompanied by a friend who is employed by Preschool or by a Management team representative. The meeting will be handled with sensitivity and compassion but the need for sickness absence to be managed will be made clear to the employee.

* The employee will be advised that their attendance is unsatisfactory and that during the next 3 month period they will be expected to achieve a minimum attendance level of 95%. It should be made clear to the employee that the purpose of this target setting is to encourage more regular attendance in order to meet the basic requirements of their job. However it should also be made clear to the employee the consequences of failing to make an improvement.

**Stage 2 Attendance Management Meeting** - At the end of the formal review period, a further meeting will be held. Once again the manager may be supported by a member of the management team/Committee and the employee has the right of representation as outlined above.

* + If the employee has achieved the required standard of attendance, the manager should advise and congratulate the employee upon this improvement and discuss the importance of maintaining this improvement. The manager will confirm that the formal process is now over and their attendance will be monitored as with all other staff. This will be confirmed in writing to the employee.
	+ If however the level of attendance has not met the required minimum; a further discussion will be had to determine the reasons for this and any further support that may be needed. A further target of 95% attendance will be set for the following 3 months. The employee will be given a formal written warning that their attendance does not meet the Busy Bees Preschool requirements. This warning will advise, that should there be no sustained improvement that demonstrates they are able to regularise their attendance to the level required; Busy Bees may have to give consideration to terminating their employment under their Disciplinary Policy on the grounds of capability.

**Stage 3 Attendance Management Meeting -** At the end of the 2nd formal review period a further meeting will be held. As previously, there may be a member of the Management team in attendance and the employee has the right of representation as outlined above.

* If the employee has made the required improvement during the review period the manager should advise and congratulate the employee on the improvement of their attendance and discuss the importance of maintaining this standard. The manager will confirm the formal process is over and their attendance will be monitored as with all other staff. This will be confirmed in writing to the employee. The employee will be advised that if during the next 12 months their attendance falls below the required standard in any rolling 3 month period, the process would recommence at Stage 2.
* If the employee has again failed to meet the 95% attendance target during the second formal 3 month review period, the manager must advise the employee of their failure to meet the target and the matter will now be referred to the Trustees/Committee with authority to dismiss for their consideration.

## Consideration for Dismissal

 Before a manager refers the matter to the relevant Trustee there must be clear documentary evidence that the attendance targets have been set correctly in line with this policy. The completed case will be forwarded to the relevant member of the trustee management team.

The Committee will invite the employee to a hearing which will follow the process outlined in the Busy Bees Disciplinary Policy. Outcomes from this hearing may include, but are not limited to:

* A further written warning and/or
* The setting of a further attendance target of 95% attendance to be achieved during the following 3 months
* Dismissal for persistent short term sickness absence on the grounds of capability, i.e. their inability to attend regularly for work and failure to meet the previously set targets

Previous warnings related to poor attendance may also be taken into account when considering appropriate action. This must be made clear to the employee from the outset and the relevance of such previous warnings should be considered by the Management Team.

 **Managing Long-term sickness absence and absence with an underlying health condition**

Where absence lasts 14 calendar days or more, the manager will contact the member of staff concerned to obtain an initial assessment of the problem and to offer any further help or assistance. This informal contact may be maintained, with the employee’s agreement, until one month’s continuous absence. At this point and where felt appropriate after further assessment of the problem, the manager will arrange a face-to-face meeting or telephone conference between themselves and the member of staff. The meeting should:

* Seek to confirm the reasons and nature of the absence and its likely duration
* Ensure that the member of staff is aware of the preschool’s concern regarding their health and necessary absence from work
* Consider offering alternative duties or a shorter working week if this would enable a quicker return to work subject to medical advice
* Give consideration to any personal problems being encountered and discuss

possible ways of helping the individual resolve these

* Advise the member of staff that in their best interests they may be asked to see a registered medical practitioner or occupational health provider appointed by the Preschool to enable a medical report to be prepared
* Alternatively, and if appropriate, gain agreement from the member of staff to contact their doctor or specialist in order to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work

If all other avenues have been investigated, the absence continues or, following return to work, the attendance record does not improve, a subsequent meeting should be arranged. At this point, unless there are reasonable grounds to believe there will be an improvement in the foreseeable future, the manager should inform the member of staff that long-term sickness absence due to ill health may put their employment at risk and the possibility of termination by reason of capability or suitability to work with children might have to be considered, taking into account any medical information available.

The position will be reviewed periodically, every 3 months, and ultimately it may become necessary from a business perspective to consider termination of employment. Reasons for termination could include failure to engage with medical services or attendance has not improved over an agreed period of time. In these circumstances, the preschool will:

* Review the employee's absence record to assess whether or not it is sufficient to justify dismissal
* Consult the employee
* Obtain up-to-date medical advice through occupational health
* Advise the employee in writing as soon as it is established that termination of

employment has become a possibility

* Meet with the employee to discuss the options and consider the employee's views on continuing employment
* Review if there are any other jobs that the employee could do prior to taking any decision on whether or not to dismiss
* Allow a right of appeal against any decision to dismiss the employee on grounds of long-term ill health
* Arrange a further meeting with the employee to determine any appeal
* Following this meeting, inform the employee of its final decision
* Act reasonably towards the employee at all times

Any decision to terminate employment will be taken by the Preschool Manager and Committee, making sure the capability procedure has been exhausted.

**Occupational health**

The preschool will engage the services of an independent Occupational Health Advisor in situations where expert medical opinion is required and work with them to identify the best course of action in circumstances of sickness absence.

**Access to medical records**

The Access to Medical Records Act 1990 gives individuals the right of access to medical records relating to themselves which have been prepared by a medical practitioner for employment purposes. The Act provides that:

* Employers must gain the consent of employees before requesting reports from medical practitioners
* Employers must inform employees of their rights in respect of medical reports
* The employee has the right of access to the report before the employer sees it, provided appropriate notification is given
* The employer is responsible for notifying the medical practitioner that the

employee wishes to have access

* The employee may ask for a report to be amended or may attach a statement to the report
* Having seen the report, the employee may wish to withhold consent to it being

supplied.

Where the preschool requests further medical information about the health of staff from an individual’s General Practitioner or Specialist, or its own occupational health provider, the provisions of the Act will be followed.

Throughout any interviews regarding sickness absence, staff are entitled to the support of and/or representation by a colleague or union representative.

The preschool reserves the right to request employees see a medical advisor (e.g.

consultant, GP or Occupational Health Advisor) during their employment, if it is

reasonably deemed necessary due to sickness absence, changes in health or the role, or where it is necessary to seek expert medical opinion as to whether or not the employee can fulfil their job role.

**Sick Pay**

Staff will receive full pay for up to 5 days sickness each year. For any additional sickness absence, Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and

Pensions requirements.

Safeguarding and Welfare Requirements: Suitable People

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**2.5– Staff conduct**

**Policy statement**

Staff are always expected to behave in a professional manner. Staff must acknowledge that they are role models for the children and representatives of the preschool within the community. The setting’s policies and procedures must always be adhered to and staff must ensure their knowledge of these policies is up to date.

**Procedures**

**Confidentiality:** Staff must understand that during employment they will have access to confidential/sensitive information belonging to the pre-school. They shall not at any time during the employment or after the employment disclose any information relating to the pre-school, children attending pre-school and/or their families to a third party or make use of any confidential information.

This includes records held on children/staff, financial details, pre-school business plans and all other records related to the pre-school.

*See 8.6 Confidentiality and access to records.*

**Personal Mobile Telephones:** Staff must ensure that their mobile telephone is always switched off/on silent mode within working hours. They must not have it upon their person when working with children. Mobiles must always be safely in bags and locked away in a locker when any children are on site. Staff may use their phone inside the office/staff room. During Friday afternoon meeting and planning time, when no children are on site, rules may be relaxed however staff should ensure their mobile is not a distraction to themselves or others while working.

Staff should give relatives, schools etc the Busy Bees telephone number for emergencies. Emergency calls may be made during working hours at the manager’s discretion.

**Internet Use/E-Policy:** The pre-school has internet access to meets the demands of the business and you must agree to adhere to our Internet Policy. Employees must use the internet respectfully and not access social network sites for personal use, pornography or any material considered to be inappropriate. *See 1.6 E-Safety – Use of mobile phones, camera and internet.*

**Social Network Sites:** Staff must not display any information relating to their role at the pre-school on a social network site e.g Facebook, twitter. The pre-school acknowledges there is value in such sites for advertising and networking but prohibits employees from using their own personal profiles to convey or display any information in relation to the pre-school. Staff may forward on and ‘share’ posts published by the pre-school with the intention of promoting the pre-school and pre-school events. Any such misuse will be deemed as a breach of confidentiality and may also be deemed as gross misconduct which may result in dismissal. Staff may use the setting’s private Facebook group to share general ideas however staff must never use this as a platform to discuss children. Children must never be named nor any other identifiable information posted.Staff must not use their personal social networking profiles in such a way which would reflect badly on the pre-school or their ability to be a role model for children; for example, posting inappropriate material and using bad language.

**Childminding/Nanny Opportunities:** Staff must not provide childminding, babysitting or nannying services (whether paid or unpaid) to parents of the pre-school whilst in pre-school employment. However, specific permission maybe sought from the manager and granted on a case by case basis, for example if the child is a family friend.

**Relationships with parents:** The pre-school is situated in a small city and endeavours to be very much part of the community. Staff are expected to foster a friendly but professional relationship with parents of children who attend the setting. Staff must not make arrangements or accept invitations to socialise directly with parents or children with whom they have no other personal connection (e.g. friends of your own children, family or close friend prior to employment).Staff must not accept ‘friend requests’ on social media from parents with whom they have no other personal connection and must direct any online communications from parents to the proper channels. Staff must refrain from discussing issues relating to pre-school with parents outside of working hours.

**Gifts:** Parent’s may wish to show their appreciation through token gifts particularly at Christmas and the end of the academic year. This is discouraged and must never be expected or promoted in any way. Small gifts may be freely accepted and kept by the individual they were intended for. Gifts intended for sharing or addressed to more than one person should be collected together and shared with all staff. Larger or more expensive gifts (over the value of around £10) must declared to the manager who will use their discretion to decide how the gift should be handled.

**Uniform:** Staff are required to wear uniform provided during working hours. This consists of Busy Bees polo shirt and Busy Bees fleece jacket. Staff are expected to keep uniform clean and in good order, requesting replacement items where necessary. In cold weather staff may wear a plain coloured long sleeve t-shirt or cardigan in addition to the provided uniform. Clothing should be modest and smart casual in nature and allow for safe free movement, crawling around on the floor etc. Footwear must be flat, suitable for the weather and enable the staff member to move around quickly and safely. Jewellery and fingernails must not be able to accidently injure a child and staff maybe asked to remove items if deemed dangerous. Staff must behave in an appropriate manner whilst wearing uniform in a public place.

**Smoking:** Smoking and vaping are strictly prohibited within the school site and preschool. We politely request staff members do not smoke or vape whilst in uniform or within sight of pre-school parents. Staff members must wash their hands and freshen themselves with perfume/deodorant/chewing gum before working with the children.

**Interactions with children:** Staff must always remain calm and positive when working with the children. Staff are expected to get involved with activities and role model good behaviour. Staff must never shout or allow themselves to become cross with children. Staff must never subject children to humiliating treatment or physical punishment. Staff may only raise their voice or use physical restraint where it is necessary to protect children from harming themselves, others, or seriously damaging property. *See 5.1 Positive Behaviour Management*

Staff should avoid being alone with children. Should this be necessary for example carrying out a 1:1 activity, they should alert others and leave the door open/be visible through a window. Staff needing to assist with changing/dressing/wiping must be accompanied by a second member of staff. *See 1.1 Child protection*

Physical contact can bring great comfort to young children and is permitted within the following boundaries. The child must always give consent. Staff may ask a child if they need a hug/cuddle or the child may initiate the interaction themselves. Staff must avoid the interaction lasting longer than necessary in order to promote the child’s independence. Children should be discouraged from sitting on adult’s laps unnecessarily as this prevents the adults from getting up quickly should they need to respond to another child. Children should only be carried if absolutely necessary for their safety or well being.

**Children of staff:**

Staff are welcome to enrol their own children at the preschool provided the arrangement is not detrimental to the wellbeing of either the child or member of staff. Children of staff are subject to the same admissions criteria as all other families, although any fees will be reduced by 50%. During preschool hours, staff are expected to adhere to Busy Bees policies and procedures when interacting with their child. Nieces, nephews and other relations are also welcome, however full fees are payable.

**Interaction with colleagues:** Staff are expected to maintain respectful, professional relationships with colleagues. All interactions between staff should serve as a good example to the children. Inappropriate comments and gestures intended to entertain are not permitted whilst working with the children. Instances of unkindness, bullying and social exclusion should be reported to the management team or chairperson as this will not be tolerated.

**Whistleblowing**

It is important to Busy Bees Pre-school that any fraud, misconduct or wrongdoing by employees, or people engaged in the organisation’s business, is reported, and properly dealt with. Busy Bees Pre-school therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the early years setting or the way in which the early years setting is run.

Whistleblowing relates to all those who work with, or within, the early years setting, who may from time to time think that they need to raise with someone in confidence certain issues relating to the organisation.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the organisation, then you should use the procedure outlined below.

**Procedure**

* Report any concerns to the Pre-school Manager. If this is not possible, then report your concerns to the Committee Chair.
* All employees and those involved with the early years setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
* You should be watchful and report any wrongdoing. Wrongdoing could include:
* Abuse of a child or vulnerable person
* A child, parent, employee or volunteer being put at risk of harm
* Unsafe working practices
* A failure to comply with statutory or legal obligations
* A criminal offence which has been or is about to be committed
* The use of unsafe equipment
* Falsification of financial records
* Bribery and/or corruption which has taken or is about to take place
* Covering up wrongdoing or malpractice.
* Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
* You will not be victimised for raising a matter under this procedure. This mean that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
* Victimisation of an individual for raising a qualifying disclosure (something that it is in the

 public interest to disclose) will be a disciplinary offence.

* If misconduct is discovered as a result of any investigation under this procedure the early years setting’s disciplinary procedure will be used, in addition to any appropriate external measures.
* If you make a malicious or false allegation then this will be considered a disciplinary offence and disciplinary action will be taken against you.
* An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to the Committee Chair.

**2**  **Suitable People**

This policy was adopted at a meeting of Busy Bees Preschool

Held on

Date to be reviewed

Signed by Manager

Signed by Officer