

Cairndow Community Childcare Limited Policy no.34
WHISTLE BLOWING POLICY



This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Cairndow Community Childcare committed to maintaining a culture where it is safe and acceptable for all employees and users to raise concerns about poor or unacceptable service, civil offences (including negligence, breach of contract) or misconduct. This policy is designed to assist those who have come to a decision to express a concern after a great deal of thought. The law only requires that there be genuine doubt, therefore the individual who decides to “whistle blow” is not expected to produce unquestionable evidence to support the concern. Producing the evidence is the responsibility of the club.

Policy Principles:

- The person raising the concern (whistle blowing) will not be allowed to be victimised for doing so
- The victimisation of whistle blowers is a serious matter and disciplinary action will be taken should this happen
- The organisation will not attempt to conceal evidence of poor or unacceptable practice and disciplinary action will be taken if any evidence of such is destroyed
- Confidentiality policy/clauses do not forbid or penalise whistle blowing

A member of staff or volunteer may raise the concern with the manager or a committee member (in the case of the concern being about the manager).

The manager or committee member should then:

- Assure the whistle blower that confidentiality will be maintained unless this becomes unavoidable at a later stage and advise the whistle blower that for independent advice they can contact the charity Public Concern at Work on 020 7404 6609.
- Explain how the information will be recorded and stored – on a written file and stored in a locked filing cabinet or other secure place to which there is no general access or electronically using appropriate security codes.
- Consider the matter with other committee member(s) as appropriate
- Agree steps to deal with the matter within 5 working days including checking to see if this concern has been raised with others or at another time.
- If it is not possible to agree steps, the committee members/manager should contact an advisory body such as the Care Commission, ACAS, Data Protection, Citizen’s Advice Bureau (numbers are available in the phone book) etc.

Whistle blowing should not be used in place of grievance procedures or be used to raise unfounded or malicious allegations against colleagues or users.

The local Care commission Office contact details are:

Paisley Piazza, 4th Floor, 1 Smithhills Street, Paisley. PA1 1EB Tel: 0141 843 4230