Leapfrogs Pre School and Out of School Club 13.

Whistle Blowing Policy

At Leapfrogs we expect the highest standards and conduct from all our employees and we treat seriously any concerns that an employee may have about illegal or improper conduct.

All staff are aware that they can come forward and feel confident about raising any issues/concerns that they may have without fear of subsequent discrimination or victimisation.

**What should be reported?**

* The inappropriate treatment or care of a child.
* Any breach in the behaviour of the setting’s leader, staff, volunteer or student.
* Discrimination of any kind.
* Concerns that could impact on the health and safety of the children or adults.

**Procedure**

* Concerns should be reported in the first instance to the setting leader or the Chairperson.
* Concerns may also be made directly to OfSTED Whistle Blowing hotline 0300 123 3155 [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
* In every case the concern will be investigated thoroughly and immediately.
* Where possible we will maintain confidentiality.
* We will put into writing the outcomes of our investigation.

No employee who follows this procedure for reporting a concern in good faith will be penalised for doing so. Leapfrogs will not tolerate harassment or victimisation of any employee for raising concerns.

**If there are concerns about an immediate or current risk to and individual or child then child protection procedures should be followed.**

Policy adopted on: 20/03/14

Policy reviewed on : 03/09/14

Signed on behalf of the committee ……………………………………………………………………………………………

Name and role ……………………………………………………………………………………………………………………..

Date …………………………………………………………………………………………………………………………………..