

Forres Sandle Manor (EYFS) Policy

Policy Title	Confidential Reporting and Staff Supervision
Policy Lead (Appointment (& Initials))	Head of Pre-Prep (TJS)
Date of Last Review	September 2024
Date of Next Review	September 2025

CONFIDENTIAL REPORTING and STAFF SUPERVISION

GENERAL WELFARE REQUIREMENTS

Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1. Child development 2. Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners 2.3 Supporting learning 2.4 Key person	3.2 Supporting every child 3.3 The learning environment 3.4 The wider context	4.1 Play and exploration 4.2 Active learning 4.3 Creativity and critical thinking

The EYFS, has adopted this policy and the accompanying procedure on whistleblowing to enable members of staff to raise concerns internally and in a confidential fashion about fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations or unethical conduct. The policy also provides if necessary, for such concerns to be raised outside the organisation.

ELEMENTS OF THE POLICY

In accordance with Lord Nolan's Second Report of the Committee on Standards in Public Life, the School's policy on whistleblowing is intended to demonstrate that the School:

- Will not tolerate malpractice.
- Respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively.
- Will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate.
- Will invoke FSM's disciplinary policy and procedure in the case of false, malicious, vexatious or frivolous allegations.

- Will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.
- Supervision of staff within the EYFS offers an opportunity for staff to raise any concerns regarding the welfare of children or the staff that teach them.

PROCEDURE

This procedure is separate from FSM's adopted procedures regarding grievances. Employees should not use the whistleblowing procedure to raise grievances about their personal employment situation.

This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within FSM.

Malpractice is not easily defined; however, it includes child protection issues, allegations of fraud, financial irregularities, corruption, bribery, dishonesty, acting contrary to the staff code of ethics, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety or the environment.

CONFIDENTIALITY

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality that concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity then the Police will in all cases be informed.

THE INVESTIGATION

A member of staff will be at liberty to express their concern to the Head of Pre-Prep, the Head of Nursery, Head, Deputy Head or Bursar.

Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the resolution.

A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Board.

EXTERNAL PROCEDURES

Where all internal procedures have been exhausted, a member of staff shall have a right of access to the Board of Trustees.

It should be noted that under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body where the employee reasonably believes:

- That exceptionally serious circumstances justify it.
- That FSM would conceal or destroy the relevant evidence.
- Where they believe they would be victimised by FSM.
- Where the Secretary of State has ordered it.

MALICIOUS ACCUSATIONS

False, malicious, vexatious or frivolous accusations will be dealt with under FSM's Disciplinary Procedure.

PROTECTION FROM REPRISAL OR VICTIMISATION

No member of the staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the Whistle-blower procedures.

STAFF SUPERVISION

The culture within the EYFS and the EYFS as a whole is one of communication, both between the staff themselves and the staff and the Head of Pre-Prep. It is the expectation that all and any concerns are raised as soon as possible without waiting for Staff Supervision. However, in line with welfare requirements, Staff Supervision forms are given to staff each term. These follow the guidance of Hampshire LEA. These provide staff with an opportunity to review any issues or concerns as well as raise any that they have not done so already. These are then followed up in an interview between the member of staff and the Head of Pre-Prep. This enables the staff member to be provided with support, advice and guidance as appropriate on an on-going basis on any Safeguarding issue as required and on any other matter of concern.