

Whistle Blowing Policy

We are committed to the highest standards of openness, integrity and accountability. This is to enable staff to voice any concerns in a responsible and effective manner. It is a fundamental term of every contract of employment that an employee will faithfully serve the employer and not disclose confidential information about the employer's affairs. Nevertheless, where an individual discovers information that they believe shows serious malpractice or wrongdoing with the group then this information should be disclosed internally without fear of reprisal.

Your safeguards

This policy is designed to offer protection to those employees within the group who disclose such concerns provided the disclosure is made;

- In good faith
- In the reasonable belief of the individual making the disclosure that it tends to show malpractice or impropriety and if they make the disclosure to an appropriate person.

Harassment or Victimisation

Harassment or Victimisation of individuals, who have raised concerns, including informal pressures, will not be tolerated and will be treated as a serious disciplinary offence that will be dealt with under the disciplinary procedure.

Confidentiality

We will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation.

Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously may be viewed as less credible, but they may be considered at the discretion of the management.

In exercising this discretion, the factors to be taken into account will include:

- The seriousness of the issues raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. In making a disclosure the individual should exercise due care to ensure the accuracy of the information. If, however, an individual makes a frivolous or malicious allegation and particularly if they persist with making them, disciplinary action may be taken against that individual.

Raising a complaint

- If you have a concern you should not approach or accuse individuals directly or attempt to investigate the matter yourself
- You should raise the complaint with your manager (where the complaint is not directed at them) who will take notes of the complaint and then pass this information on as soon as possible, to a member of the Mr Treacy, (The Registered Person for the After School Club.
- If you do not feel comfortable or feel it is inappropriate to raise your complaint with your manager, then you can approach the Mr. Treacy directly
- In the case of a complaint against the Mr Treacy, you may approach Canon O'Reilly PP Chair of the Management Committee.
- The investigating person will send written acknowledgement of the concern to the complainant and thereafter report back to them in writing the outcome of the investigation and on the action proposed.

- If the investigation finds the allegations unsubstantiated and all internal procedures have been exhausted, but the complainant is not satisfied with the outcome of the investigation, the group recognised the lawful rights of employees to make disclosures to the following prescribed persons

Social Services Gateway Team (02871314090) or the

PSNI (08456008000)

Early Years Team (02866327734)

Out of Hours Regional Social Work Number (02895049999)

Designated Child Protection Sarina Markey or Deputy Cherith Wilson (07834543170)