



HOLY TRINITY ENNISKILLEN

Holy Trinity Whistle Blowing Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

Holy Trinity Preschool

Staff in Holy Trinity Preschool 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 he/she believes 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 he/she makes 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

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

In exercising this discretion, 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 reliable 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, the individual makes a frivolous or malicious allegations and particularly if he/she persists in 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 Leader (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 the principal.
- If you do not feel comfortable or feel it is inappropriate to raise your complaint with your Leader, then you can approach the principal directly.
- In the case of a complaint against the principal, you can approach Monsignor Peter O Reilly, Chair of the Board of Governors.
- 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

Chairperson of the Board of Governors: Monsignor Peter O Reilly 1 Darling Street Enniskillen Tel; 02866322627

Social Services: Early Years Team, Community Services SWAH Enniskillen Tel: 002866327734 or Gateway Team Tel: 02871314090.

Environmental Health Dept. Townhall, 2 Townhall Street Enniskillen Tel: 02866325050

PSNI 999 Non-Emergency 101