

Whistle Blowing Policy

Whistle blowing means to raise concern about a malpractice within an organisation. Holy Trinity After School is committed to delivering a high quality childcare service, promoting accountability, maintaining public confidence and achieving highest possible ethical standards in all its practices. This policy provides individuals in the workplace with protection from victimisation or punishment when they raise a genuine concern about misconduct or malpractice in the setting.

If one becomes aware of any criminal offence or other wrong doing in the workplace, one should report it immediately. If the wrongdoing gives rise to a personal grievance, one may raise the matters under the formal grievance procedure. Alternatively, if one simply wishes to disclose a wrongdoing without raising a personal grievance, he/she may use the whistle blowing procedure.

This policy is designed to offer protection to those employees within the setting 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.

Principles:

In accordance with the Public Interest Disclosure Act 1998, Holy Trinity After School has instituted a system for reporting information which in your reasonable belief points to a wrongdoing at work.

A wrongdoing is any of the following:

- A criminal offence has been or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with legal obligation.
- A miscarriage of justice has happened, is happening or is likely to happen.
- The health and safety of an individual has been, is being or is likely to be damaged.
- Damage to the environment has occurred, is occurring or is likely to occur.
- Information showing any of the above has been, is being or is likely to be deliberately concealed.

Holy Trinity After School wishes to ensure that any such wrongdoings are reported to the manager and dealt with. If a member of staff/volunteer becomes aware of a wrongdoing at work, then he/she has a duty to follow the procedure below immediately. If one believes the After School manager may be involved in the wrongdoing, then please approach Mr Treacy. (On site member of the Management Committee).

Procedure:

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to:

- The childcare manager who will carry out a prompt and thorough investigation of the matter and will report the findings to the Management Committee. One should not approach or accuse individuals directly or attempt to investigate the matter.
- The Management Committee will decide if any action needs to be taken including, if appropriate, reporting any matter to the relevant external authority. Where, as a result of the disclosure, it is necessary to take disciplinary action against an employee, this will be done in accordance with the After Schools formal discipline procedure.

- Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting.
- Concerns should be investigated and resolved as quickly as possible.
- If an employee/volunteer is not satisfied that the disclosure has been dealt with properly or believes that the manager is involved in the wrongdoing, he/she can raise the concerns with the management committee.
- The designated member from the management committee will arrange for an investigation to be carried out and take any necessary action.
- Alternatively, one can contact the Early Years Services on (02866327734) for advice on what steps to follow.

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.

Untrue Allegations:

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

Holy Trinity After School Designated team for Child Protection are:
 Designated Child Protection Office – Sarina Markey
 Deputy Designated Child Protection Officer 1 – Caitlin Beresford

Gateway Team (02871314090)

PSNI (08456008000)

Early Years Team (02866327734)

Out of Hours Regional Social Work Number (08001979995)