

KIA MENA MONTESSORI PRE-SCHOOL

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WHISTLEBLOWING POLICY

Whistleblowing is raising a concern about malpractice within an organisation.

Kia Mena is committed to delivering a high-quality pre-school service, promoting organisational accountability and maintaining public confidence.

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 pre-school. The policy is underpinned by the Public Interest Disclosure Act 1988, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above

The policy is designed to nurture a culture of openness and transparency within the pre-school, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to the manager, Jane Jaye, who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns will be investigated and resolved as quickly as possible and within one calendar month.

If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact the owner, Sharon Hudson, the Early Years Advisor, NSPCC or LADO for advice on what steps to follow.

Any disclosure in good faith to the manager will be protected. 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 organisation.

This policy will be updated annually
Next update due: OCTOBER 2026