**3.9 Whistleblowing**

**Policy statement**

Abbeymead Under 5s is committed to the highest possible standards of openness, honesty and accountability. In line with this commitment, we encourage staff, volunteers and any other people involved with AU5’s with serious concerns about any aspect of the setting to raise those concerns in the appropriate way.

This whistleblowing policy is intended to encourage and enable employees and volunteers to raise their concerns within the setting without fear of reprisal rather than overlooking a problem or taking the matter to others outside of the setting.

**Procedures**

* We will endeavour to protect a person identity where we can when a concern is raised. Though a person’s identity mighty need to be disclosed in certain situations, the person will be notified of this prior to the disclosure and the reason for this.
* A concern will initially be raised with the manager. However, this may not always be appropriate, in which case concerns should be raised with chairperson/committee.
* The person will be invited to set out the background of the concern, giving names, dates and places and the reason for your concern.
* The earlier a concern is raised the quicker action can be taken and issues resolved.
* If the person does not want to make the allegation in writing, the person to whom they make the disclosure will make a written record of the interview and ask for it be signed to confirm the accuracy of the notes taken.
* You should not investigate the matter yourself.
* Within a week of receipt of the complaint we will issue an acknowledgment of your concern.
* The management/committee will investigate your concern within 2 weeks, you will then be informed of the actions to be taken and will be keep up to date of the progress of the investigation.
* If you are not satisfied with the outcome of the investigation you may elevate your concern directly to the Gloucestershire Early Years Team on 01452 427224 or [earlyyearsteam@gloucestershire.gov.uk](mailto:earlyyearsteam@gloucestershire.gov.uk)

Or Ofsted on 0300 123 1231

* Staff can also access advice on the NSPCC Whistleblowing Advice Line on 0800 0280285