

Whistle-blowing Policy and Procedure

The Ark will meet the terms of the Public Interest Disclosure Act 1998. It is our aim to provide a safe environment for children in which staff, parents or volunteers feel able to report their concerns. We believe that inappropriate behaviour should always be reported.

Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk. If anyone has a concern either involving a child, staff member or The Ark as a whole, they should in the first instance raise the concern with the Manager or Deputy Manager. If they feel unable or unwilling to raise the matter in this way, they can approach either:

- the chair or other members of the Management Committee or
- Ofsted on 0300 1231231 or write to the following address - Early Years Ofsted, National Business Unit, Piccadilly Gate, Store Street, Manchester, M1 2WD or
- The local Early Years Team
- LADO 01305 221122

The whistle-blower's identity will not be revealed, nor will they be treated any less favourably as a result of whistle-blowing. If a formal concern is received in writing then the issues raised will be dealt with in an appropriate manner and a record of the concern and outcome will be kept. The Ark will endeavour to resolve formal concerns within 28 days.

During this process all parties involved will be kept informed of progress.