



'At Bright Stars Plymouth CIC we promote equality between all people regardless of their sexual orientation, religion, race, gender or disability'

Review Date : May 2026

Whistle blowing Policy

Policy Statement

Bright Stars Club works in accordance with the Public Interest Disclosure Act 1998 (commonly referred to as Whistle blowing) to support and encourage members of staff to speak out against any malpractice in our setting where they have reasonable belief that the following breeches or offences are being carried out:-

- A criminal Offence
- A breach of legal obligation
- A miscarriage of justice
- A danger to the health and safety of an individual
- Damage to the environment
- Deliberate covering up of information tending to show any of the above

Procedure

Bright Stars Club has the following procedures to ensure that concerns are dealt with effectively and efficiently and preserve the confidentiality of staff who raise concerns.

The procedure seeks to encourage and enable members of staff to disclose information through the appropriate channels first, rather than going to an outside person or body.

The first stage would be to share any concerns verbally or in writing with the manager of the club or if unavailable the headteacher. However, this depends on the



seriousness and sensitivity of the issues involved and who is suspected of any wrong doing. As a third option, staff can raise concerns with Plymouth City Council Early Years Team.

Staff who wish to put their concerns in writing are advised to include the following:-

- Any background information
- History of the concern
- Names of people etc
- Places if relevant
- The reason for making the disclosure

Bright Stars Club will quickly respond to any concern.

In order to protect the member who raises the concern and those accused of wrongdoing, initial enquires will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations that fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted. Staff will be told how we propose to deal with the concern within ten working days of it being brought to the club's attention.

All concerns will be treated in the strictest confidentiality and every effort will be made not to disclose the identity of any member of staff, unless they wish us to do so.

However, at some point in the investigation, it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. The head teacher/ chairman will assess whether it is reasonable to withhold the name of the complainant for such reason as risk of harm to them. Complainants should be aware however, that their identity might be revealed by inference.



The club accepts that deciding to report a concern can be very difficult and uncomfortable and that it is usually made in good faith however, if the club finds that the person has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

This policy will be reviewed annually

This policy was updated May 2024

Signed

(Chairperson)