

Staff Conduct

Code of Conduct and Whistle Blowing

Code of Conduct

As well as adhering to all Shaw Ridge Playgroup Policies, Staff have an agreed Staff Code of Conduct and also are provided with a copy of the following documents which they sign to say they have read, understood and agreed to:

- **Code of Conduct**
- **Whistle blowing Policy**
- **Guidance for Safer Working Practise for Adults who work with Children and Young People in Education Setting**
- **What to do if you are worried guidance**

Whistle Blowing

Policy statement

The policy 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 policy 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.

It is not intended that this policy be a substitute for, or an alternative to the playgroup's formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Procedures

- An employee or volunteer who, wishes to raise such a concern should normally report the matter to the manager 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.
- If an employee or volunteer feels the matter cannot be discussed with the manager, he or she should contact our Early Years Consultant **Karen Flower 01793 463281** or **OFSTED on 0300 123 1231** for advice on what steps to follow.

- Staff will be protected from reprisals or victimisation for whistle blowing in good faith

This policy was adopted at a meeting of	Shaw Ridge Playgroup	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	_____	
Role of signatory (e.g. chair/owner)	CHAIRPERSON	