

Whistle-blowing Policy and Procedure

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.

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, Picadilly Gate, Store Street, Manchester, M1 2WD or
- Dorset Early Years & Childcare Services, Grove House, Millers Close, Dorchester, DT1 1SS, tel 01305 225633

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.