



Ladybirds Newsletter
Term 5 Week 2 w/c 29th April 2019

Our topic... "Farms, Things that Grow"

All the children have settled back into pre-school now after the Easter break. We have started our topic and the wall display is starting to take shape, this week the children will be making 3D farm animals using our junk modelling resources. The sheds and farm building will be added to the display this week with the help of the children. Thursday morning session we have our trip to the Laverstock community farm which will be a fun morning and a chance for the children to see how a working farm runs. Our letter of the week is **B** if there is anything that your child would like to bring in relating to the letter, we would happily share it with the group at circle time.

School Allocations

Could you please let Mrs Defeo know which school your child will be attending from September, she will then put a list on the wall in the foyer so you can see who will be attending the same school as your child.

Riverbourne Community Farm Visit 2nd May

We will be leaving the Pre-school around 9.30am for the trip so could all children who are attending please be at the Pre-school when we open at 9.15am, this will give us plenty of time for registration and toilet runs. Could all children also bring wellies for the farm and we will change them into their other shoes when we arrive back at Pre-school. Thank you for all the parents who are helping, we have plenty of helpers now. Many Thanks

Photographer

We will be having a photographer in on Tuesday 14th may from 10am. All children who attend a Tuesday morning session will automatically have their photograph taken, unless you tell us otherwise. If your child does not attend this session but you would like them to have photographs taken, there will be a sign up sheet on the front door of the Pre-school from next week. You can then pick a time slot and accompany your child whilst their photograph is being taken.

Nappy Changing

Can parents please ensure that there are nappy bags and nappy cream in your child's bag if they are coming to pre-school in nappies. Many Thanks

Home-made cakes

If you and your child make any cakes to bring in and share at Pre-school please could we have a list of ingredients so we can check for anybody who has an allergy. We really enjoy children bringing food items which they have made in to share, but need to be vigilant for any allergic reactions. Many Thanks

'Holding Box'

If your child brings a toy from home in they will be asked to keep it in our red holding box which is on top of the drawers just inside the Pre-school door. We will take them out at circle time so the children can show and tell them, we have had some toys from home go missing recently and whilst we don't want to discourage them from bringing their own toys in, they are very sad if they get lost. So we felt having the box would be the best solution. Many Thanks

Wiltshire Air Ambulance – crisp packet collection

Just wanted to say a BIG thankyou to all the parents who have been bringing their crisp packets into Ladybirds, our box is getting very full and we'll soon be ready to pass them over to the Wiltshire air Ambulance ready to fill it again!

Wiltshire air ambulance are raising funds by asking for people's empty crisp packets, for every 2kg that are collected £2 will go to the Air Ambulance service. We have decided to collect them at Ladybirds and would welcome any donations of crisps packets which you would can donate, if you are all happy for us to do so we would also like to take any packets the children have out of the lunch boxes to donate if anybody is not happy for us to do this then please let us know. There is a poster on our notice board of the packets which they will accept and the packets which they won't. If you have a spare minute please take a look. Many Thanks for your support with this.

Library

Please feel free to borrow a book form our Ladybirds Library, any of the books which are in our foyer are free for all the children to borrow and read at home. Just fill in your child's name and the name of the book on the borrowing sheet and they can take it home to enjoy with you.

Easy Fundraising:

If you have time and shop online please feel free to sign up to our Ladybirds easy fundraising page to help raise money for Ladybirds, simply shop with any of over 3,300 online retailers including Amazon, Argos, John Lewis, and when you make a purchase, the retailer will send us a free donation at no extra cost to you. Just follow our link to sign up and start raising funds for Ladybirds,

Wellies

Can all children please have a spare pair of welly boots that we can keep at Pre-school. If you have any problem supplying a pair, then please let us know what size your child is and we can see if we have a pair which they can use. It does get very wet and muddy outside at times, so boots are essential to keep shoes clean and stop the floor from getting too dirty and wet.

Snack Donations

There is a snack donation bowl in our foyer, if you feel that you can donate either some fruit, raisins, breadsticks etc occasionally we will be most grateful.

Wow moments:

On the notice board in the foyer there is a 'WOW' moments section if your child does anything at home no matter how small (as it's normally massive to them 😊) we would love to share their achievements with them in Ladybirds at circle time, please feel free to fill in one of our slips and pop it on the board and we will make sure we share it with them.

Please remember that our door is always open and if you have any issues or concerns, we are always happy to speak with you.

Many Thanks
The Ladybirds team.

1.8 Whistle Blowing Policy

Policy statement

Attached is our policy of the week, if you have a spare 5 minutes to have a read we would be most grateful, we welcome any feedback you may wish to give. Many Thanks

Ladybirds Pre-school is committed to delivering a high quality service, promoting accountability and maintaining public confidence. This policy provides individuals in the workplace with protection from victimisation or punishment when they raise a genuine concern about misconduct or malpractice in the setting. By law, you are protected if you are an employee, a trainee or an agency worker. The policy is underpinned by the Public Interest Disclosure Act 1998.

The Public Interest Disclosure Act (PIDA) 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality or other wrongdoing. The concern may relate to something that is happening or has happened in the past.

Procedures

Complaints that count as whistleblowing

Staff are protected by law if any of the following are reported:

- a criminal offence, e.g. fraud
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the company is breaking the law, e.g. doesn't have the right insurance
- you believe someone is covering up wrongdoing

Complaints that don't count as whistleblowing

- Personal grievances (e.g. bullying, harassment, discrimination) aren't covered by whistleblowing law, unless your particular case is in the public interest.
- Refer to the Employee Handbook for details of how to raise grievances at work.

We wish to make it clear that staff can speak up without fear of harassment, victimisation, discrimination or disadvantage in line with our Bullying and Harassment Policy.

Public Interest Disclosure Act 1998 - *“The Public Interest Disclosure Act 1998 gives significant statutory protection to employees who disclose information reasonably and responsibly in the public interest and are victimised as a result. The Act provides strong reasons why organisations should set up whistle blowing policies in order to foster a climate of openness and dialogue which encourages staff to feel able to raise concerns sensibly and responsibly without fear of victimisation”*

We recognise that reporting a concern can be difficult, but Ladybirds Pre-school will support individuals through the process and take appropriate action to protect staff.

It is extremely important to report any concern/allegation – it is a staff member's duty to report concerns immediately to the manager/chair of committee in order to protect staff, children and parents.

Staff have the following responsibilities when disclosing/making an allegation or concern:

- Staff must disclose the information in good faith
- Staff must believe it to be substantially true
- Staff must not act maliciously or make false allegations
- Staff must not seek any personal gain

Confidentiality

All concerns will be treated in confidence and identity will be protected but there may come a time when the member of staff may be called as a witness.

All concerns will be recorded and documented from the initial allegation to the investigation and its conclusion. All documents will remain with the investigator, and on completion will be held securely.

Anonymous Allegations

Staff responsibility – We encourage all staff to put their name on any disclosure/allegation/concern whenever possible.

Anonymous Allegations will be considered in the context of the following:

- The seriousness of the issue raised
- The credibility of the concern/allegation
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations

In cases where the allegation has not been founded the following will apply:

- Allegation made in good faith but not confirmed by investigation – no action would be taken against member of staff
- Allegation made frivolously, maliciously or for personal gain - disciplinary action may be taken against member of staff as per our current disciplinary procedure

How to raise a concern

The designated person for Whistleblowing is **MRS BARBARA DEFEO – PRE-SCHOOL MANAGER**

- Concerns should be raised to the setting manager, unless she is suspected of the malpractice. If this is the case staff should approach the Chair of the committee.
- Concerns can be reported verbally however they will be recorded at the time of the report. The initial report will need to contain enough information to start an investigation. Written complaints are also acceptable, and should contain the background history of the concern and include names and relevant dates and times, as well as the reason for making the disclosure.
- Whilst a member of staff has a duty to make these reports (see roles and responsibilities above) the member of staff is not expected to prove beyond doubt the truth of the allegation. They will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur (see PID Act 1998 above).

Settings response procedure

- Initial inquiries will be made to decide whether an investigation is appropriate, and if so, what form it should take, who will undertake the initial inquiry.
- If concern or allegation falls within the scope of specific setting procedures (i.e. conduct or discrimination issues), these will be dealt with in accordance with those procedures.
- The person reporting (if known) can expect an acknowledgment of the concern within an appropriate timeframe, and no longer than 10 days (unless unavoidable due to extenuating circumstance), indicating how the matter will be dealt with and who will be involved. Where possible we will give an estimate of how long it will take to provide a response, we will also check whether the staff member needs support, explain if further investigations will take place and if not why not.

Actions

- No need for investigation - 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
- Investigation – Will be completed in line with confidentiality policy and our disciplinary procedure

How matters can be taken further

If staff member is dissatisfied with the response from the setting, and subject to the concern being a matter covered by the PID Act 1998, member of staff can raise the matter as appropriate with one of the of following:

- Ofsted
- Local Safeguarding Children Board
- Local Citizens advice bureau
- Relevant professional bodies or regulatory organisations
- A relevant voluntary organisation
- Their solicitor
- The police

Confidentiality – Employees should make sure that as far as possible the concern raised without personal information relating to other employees being disclosed.

Disciplinary action – Any employee who unreasonably and without justification raises such issues on a wider basis, i.e. the press, without following the steps and advice in this procedure may be liable to disciplinary action.

Links to other policies and legislation

- Staff handbook and Contract of employment
- Public Interest Disclosure Act 1998
- Children Act 2004
- Childcare Act 2006
- Vulnerable Groups Act 2006

This policy was adopted at a meeting of _____ 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) _____