

# Greenbank Pre School

## Whistle Blowing, Smoking and Access to Pupils records Policy



### **Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923  
Charity No SCO11325*

## **Miscellaneous Policies:**

### **Smoking**

Greenbank Parish Church does not allow smoking anywhere on the premises of the Church and Halls. It follows, therefore, that no smoking is allowed by staff, parents or carers / helpers within the Pre School or in any of the waiting areas within the church buildings. In addition, no smoking is permitted by staff, parents or carers / helpers within the garden / outdoor play area used by the Pre School.

### **Whistle blowing**

Although the Pre School does not have a formal 'Whistleblowing' policy it would expect employees to uphold a high standard of conduct and ethics in everything that they do in respect of their work within the Pre School.

Should any member of staff have a reasonable belief, held in good faith, that another member of staff is guilty of malpractice, they should bring their concerns to the attention of any member of the management committee as soon as possible. Employees who properly disclose malpractice to the management committee will be assured of protection against victimisation.

Although the 'Whistle blowing' policy of the City of Edinburgh Council is not strictly applicable to the Pre School given the huge differences in the nature and size of the two organisations, it may usefully be referred to when seeking to identify what might be considered to be malpractice.

### **Access to Pupil Records**

While recognising the differences of scale and complexity between the City of Edinburgh Council Education authority and the Pre School, Greenbank Pre School has adopted for all practical purposes the requirements to provide access to pupil records by parents as laid out in the City of Edinburgh Guidelines.

**All staff and committee members will have a working knowledge of this policy.**

Date of review January 2019

Name Joan Ritchie

Policy Number GBPSPOL27