



## Whistle Blowing Policy

This policy applies to all staff, students, volunteers and visitors. All adults are actively encouraged to raise any concerns they have regarding a peer's conduct and practice.

### **What is whistleblowing?...**

Whistleblowing is a term that is used when someone who works in or for an organisation and wishes to raise reasonable belief that malpractice has occurred in the setting. Examples of malpractice is as follows...

- Committing a criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- possible fraud or corruption
- breaches of procedures
- Staff member under the influence of Alcohol or Illegal substances
- Bullying, humiliation, discrimination towards others
- Poor or/and unsafe practice
- Abuse or/and neglect towards others
- Danger to health & safety towards others and/or in the environment
- Damage to the environment
- Deliberate concealment of information about any of the above.

Each of the examples could have a negative impact on the children in our care, directly or indirectly. As adults we have a duty of care to all of the children in our care. We have a duty to safeguard and promote children's welfare.

### **Our duty...**

It is all of our duty to express any concerns or issues that we maybe have with another individual as soon as we notice anything that feels inappropriate or/ and wrong.

Raising a concern/issue in the public interest is essential for keeping children safe in our setting and to ensure that we are providing a good level of practice across Little Willows.

The whistleblower has the right to expect fair and reasonable treatment from their employer and colleagues. A person, acting in good faith, who wishes to raise a concern should normally report the matter to their supervisor or manager, who will advise the employee of the action they will take in response to the concerns expressed.

Staff at Little Willows Day Nursery are committed to achieving high standards of care to the children at all times. This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the nursery

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## How to whistleblow...

If an employee feels there is a concern regarding another member of staff within Little Willows, we ask that this is communicated to the Nursery Manager- **Sally Sutton** in the first instance. However, this may not always be appropriate in which case concerns should be raised with the Nursery Directors- **Lisa & Steve Ojomoh**.

Concerns are best raised in writing, including the background and history of the concern, names of individuals involved, the time, date & place and where possible the reason why you are concerned. ***The earlier the concern is raised to the appropriate persons the easier it is to take appropriate action.***

If you do not wish to put allegations in writing then the person with whom you make the concern to will make a written record of the interview and will ask you to sign to confirm you agree with the written statements.

Staff are not expected to prove the truth of the allegations; however, you will be required to demonstrate that there are sufficient grounds for your concern and that they have been made in good faith.

Staff should not:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse an individual
- Tell anyone other than the person you are informing of your concern (i.e. Manager/Director)

Once an issue has been raised it is the responsibility of the Manager to inform LADO and seek advice as to what happens next.

It is the Managers/Registered persons duty to inform OFSTED on a significant event, this can be done by clicking on the following link...

<https://www.gov.uk/guidance/report-a-serious-childcare-incident#how-to-tell-ofsted>

**It is our legal duty to inform OFSTED within 14 days of a reported concern.**

We will ensure that any person who raises a concern will receive feedback of any action taken, and will make you aware of how to pursue them if you are not satisfied.

If you are unable to express your concerns to the Manager/Director or feel as if your concerns have not been dealt with accordingly;

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M12WD

Telephone OFSTED whistle blowing line: 0300 123 3155 (open Monday-Friday 8am-6pm)

Local Area Designated Officer (LADO): 01225 396810

Little Willows understands that deciding to report a concern can be very difficult and uncomfortable & may worry that the information they give is incorrect or disbelieved. You must never let these feelings prevent you from reporting your concerns for the following reasons:

- The sooner the concern is raised the sooner necessary action can be taken, reducing the negative impact for children.
- The safety and welfare of every child is central to our nursery
- The law protects whistle blowers from being treated unfairly, where a concern in good faith has been made.
- As a nursery we want to identify and rectify any issues the children and yourselves maybe experiencing as soon as possible.

Any member of staff who makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her.

If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

**Don't think "what if I'm wrong? Think "what if I'm right?!"**