

Whistleblowing Policy

Whistleblowing encourages and enables you to raise serious concerns with the Nursery Manager rather than overlooking a problem or blowing the whistle outside.

We recognise that often you are the first to realise that there may be something seriously wrong. However, you may not express your concerns because you feel that speaking up would be disloyal to your colleagues, or to the School or Council. You may also be concerned that by speaking up you may risk losing your job or damaging your career.

This policy makes it clear that you can raise a matter of concern without fear of victimisation, subsequent discrimination or disadvantage.

It is in the interests of all concerned that disclosure of wrongdoing or irregularity is dealt with properly, quickly and discreetly within the nursery.

Our policy is to ensure Staff, Parents, and Children are always treated with the greatest respect. We will never allow victimization, bullying or behavior against anyone.

We recognise that very young children cannot raise concerns themselves, and staff must have an environment where there are no repercussions to them if they raise concerns. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues to the DSL/Person in charge. The DSL/ person in charge will formally record the incident and decide the appropriate course of action.

If any individual has reasonable suspicion of malpractice they should inform the manager/deputy manager immediately. If they wish to remain anonymous, they can use the suggestion box in the staff room.

How to raise a concern

The earlier you express concern, the easier it is for someone to take action.

Concerns may be raised verbally or in writing. You will need to be prepared to set out the background and history of the concern, giving names, dates and places where possible and the reason why you are particularly concerned about the situation.

If you a Parent whose child is in the nursery –

You should raise concerns with the Nursery Manager. If the Nursery Manager doesn't resolve the concern, or the concern is about the Nursery Manager, who can speak with the nursery director.

The Nursery Manager will investigate the complaint the you will receive feedback on the findings, and including any action taken.

If you are Staff member –

You should raise concerns with the Nursery Manager. If the Nursery Manager doesn't resolve the concern, or the concern is about the Nursery Manager, who can speak with the nursery director.

We accept that the issue may be about a fellow staff member and will keep any concern confidential. We will investigate the complaint and report back on the actions taken.

If you are not an employee –

(e.g. agency staff, contractors etc) you can discuss your concerns with the Nursery Manager. **Even though you may not be an employee, you are entitled to raise your concerns with Nursery Manager**, and the same safeguards and regards for your protection will still apply under this policy.

If the matter has been reported to the Nursery Manager or Director, you may inform OFSTED by emailing on , or can be called on 0300 123 3155 (Monday to Friday 8am to 6pm), or write to WBHL, OFSTED, Piccadilly Gate, Store Street Manchester, M1 2WD

We follow the guidance on <https://www.gov.uk/whistleblowing> .

Reviewed 15th July 2024