



Whistle Blowing Policy & Procedure

The official name for whistleblowing is 'making a disclosure in the public interest'. When a member of staff has concerns about the suitability of another member of staff to be working with children or that the environment is not a safe place for children to be, they have a duty to report these concerns and the following procedure should be followed:

If something another member of staff is doing makes you feel uncomfortable you should discuss it with your supervisor or the Nursery Manager, see appendix 1 at the end for some examples.

If you are unsure whether your concerns are founded, supervision is a good opportunity to discuss them as anything you say remains confidential. However if the concerns are of a serious nature they need to be reported as soon as possible.

If you have concerns about your supervisor you should report these concerns to the nursery Manager or Managing Director.

Should your concerns be about the nursery environment as a whole including the Management personnel you should discuss your concerns with one of the following:

Early Years Safeguarding and Welfare Officer

Local Authority Designated Officer (L.A.D.O.)

Advice and Assessment (Children's Social Care)

Ofsted

Do Not

Be worried about the consequences to yourself, you are protected by law, see appendix 2.

Attempt to deal with the situation yourself.

Make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents.

Keep the information to yourself or promise confidentiality.

Take any action that might undermine any future investigation or disciplinary procedure, such as interviewing potential witnesses, or informing the alleged perpetrator or parents or carers.

Appendix 1

Examples of possible suspicious behaviour are:

Eagerness to perform duties that require undressing children i.e changing nappies and 'toilet training accidents' and taking children to the toilet.

Attempts to separate children and be on their own with a child.

Inappropriate touching or suggestions.

Secrecy or hiding something when you enter the room.

Discussing inappropriate things that make you feel uncomfortable (like sex or violence), especially if they try to draw you into the conversation.

Unnecessary physical force used on a child (this should only ever be a gentle restraint or removal as a last resort when not using it could result in the child hurting themselves, others or damaging property, see behaviour management procedure).

Rough handling of children i.e. when picking up or putting down.

Unfair treatment of the children i.e. appearing to treat one child more favourably than another.

Undermining children's confidence i.e. giving a child or children frequent negative feedback on their efforts.

Appendix 2

You are protected as a whistleblower if you:

are a 'worker'

believe that malpractice in the workplace is happening, has happened in the past or will happen in the future

are revealing information of the right type (a 'qualifying disclosure')

reveal it to the right person, and in the right way (making it a 'protected disclosure')

for more information on your rights follow link to Direct.Gov website

http://www.direct.gov.uk/en/Employment/ResolvingWorkplaceDisputes/Whistleblowingintheworkplace/DG_10026552

What is likely to happen afterwards:

Confidentiality will be maintained where possible, however the safety of the child will always take precedence, so if it is felt a child could be in danger this cannot be guaranteed.

In some cases the suspicious behaviour can be explained and this will be identified after a discrete internal investigation carried out by the Manager or C.P.O. who will in the first instance ensure they are happy that there is not a case for concern.

Should there be deemed to be a case for concern or any doubt that there may be the following procedure will be followed:

A written report will be made of the concerns and you will be asked to confirm that the report is correct and sign and date it. This will be counter signed by the Child Protection Officer Mandy Coath or in her absence the deputy C.P.O.

Information we have and personal details about (i) the child/ren, parents/carers, siblings; (ii) the person against whom the allegation has been made; and (iii) details of any known or possible witnesses, including checking on and recording, with times, dates etc. any other incidents or concerns about the child/ren or the member of staff/volunteer concerned together with actions taken and outcomes will be collated and recorded. At the same time keeping alert for patterns which might suggest the abuse goes further afield and involves other children and adults.

The Local Authority Designated Officer (L.A.D.O.) may be contacted for advice and will be informed within 1 working day of any allegations.

The member of staff who has been reported will be notified of the allegations once the L.A.D.O. has informed us we may do so. They will then have the procedure and possible outcome e.g disciplinary action, dismissal, referral to regulatory body explained to them together with sources of support and advice, e.g from professional organization/trade union.

An investigation will be carried out in accordance with Local Authority procedures.

Ofsted will be notified.

Signed: Mandy Coath June 2025

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