



Whistle Blowing Policy

**Pre-school Manager: Nicky Benson-Dare
Designated Safeguarding Lead: Rebecca Ballard**

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.

Statement

It is our intention that staff working at St. Peter's Busy Bees Pre-School feel confident about coming forward and reporting any issues or concerns that they may have regarding the areas below, whilst remaining protected from any subsequent discrimination.

Aim

We aim to ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity. We aim to provide avenues for staff to raise concerns and receive feedback on any action taken. We aim to ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied and to reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith.

Procedures

Any concerns can be reported without this leading to harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential.

- Staff are aware that the following should be reported:
 - The inappropriate treatment or care of a child. If it is a Safeguarding Concern the Allegations Against Staff policy on our Safeguarding file will be referred to.
 - Discrimination of any kind
 - Concerns that could impact on the health and safety of the children or adults
 - Inappropriate use of setting's assets
 - Decision-making for personal gain
 - Abuse of position
 - Inappropriate use of budget
 - Deceit
 - Tampering with documents

- Staff should raise their concerns with their manager. In the event the concern is about the manager, or the member of staff does not feel comfortable going to the manager, they will contact the Committee Chair or LADO.
(Contact details are on the notice board in the entrance/lobby area and can be found in the safeguarding reference folder, as well as on the KELSI website.)

- Discuss the nature of the concern together with the background, history of the concern and provide relevant dates of incidents

- Staff are not expected to prove beyond doubt the truth of their suspicion, however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly.
- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the Manager/Committee Chair/LADO or Ofsted.
- If it is a safeguarding concern, safeguarding procedures will be followed including those already mentioned that relate to allegations against staff and may form the subject of an independent inquiry.
- Within ten working days of the concern being raised, the member of staff will receive, in writing, an acknowledgement that their concern has been received and an indication as to how the setting will proceed to deal with the matter.
- We will supply the member of staff with information on staff support mechanisms.
- We will inform the member of staff concerned whether any further investigation will take place and if not, the reason will be explained.
- If it is necessary for the setting to interview a member of staff to ensure that their disclosure is fully understood, a meeting can be arranged away from the setting, if so wished, and a representative or a friend may accompany the involved member of staff for support.
- If there are any difficulties experienced as a result of raising a concern, support will be offered.
- Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed, unless legal reasons determine otherwise.

Confidentiality will be maintained and every effort will be made not to reveal a member of staff's identity, if they so wish. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action, which could include disciplinary action, may be taken.

If the member of staff is not satisfied with the outcome of the investigation, they may escalate their concerns directly to Ofsted Tel: 0300 123 3155 or Email: enquiries@ofsted.gov.uk.