

Whistleblowing Policy

At Harvey Bears we expect all our colleagues, both internal and external, to be professional at all times. We expect them to hold the highest possible standards of the welfare and safety of every child as their paramount objective.

In line with this we encourage parents, employees and committee with any serious concerns about any aspect of the settings operations to come forward and voice their concerns. In certain circumstances this can be done confidentially. Anyone can follow this policy without fear of reprisals.

At Harvey Bears we have an individual responsibility and right to raise matters of concern regarding poor or insufficient practice at work. The staff's priority is the well-being and safety of all children attending the setting. This takes priority over any loyalty towards work colleagues and fear of reprisals.

This policy intends to:

- Enable and encourage individuals to raise genuine and legitimate concerns.
- To support staff to take an active role in the elimination of poor or insufficient practices.
- Investigate any concerns raised appropriately and confidentially, whether verbal or in writing.
- Ensure protection to those making the complaint against any form of retaliation or victimization.

We expect all team members to report any concerns to the manager. In the event of the complaint being against the manager this should be reported to the chairperson of the committee.

The Public Interest Disclosure Act has the following rules for making a protected disclosure:

- You must believe it to be substantially true
- You must not act maliciously or make false allegations
- You must not seek any personal gain

It is not necessary for the employee to have concrete evidence that an act is being, has been or is being committed a reasonable belief is sufficient.

Disclosure of information

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is, maybe or is likely to be in risk of danger you MUST follow Harvey Bears disclosure procedure.

- If this information relates to child protection/safeguarding then the nursery child protection/safeguarding policy should be followed.

- Where you reasonably believe that inappropriate behaviour of another member of staff has taken place you should promptly disclose this to the manager. If this concerns the manager, you should report it to the DSL or chairperson of the committee.
- Employees will suffer no detriment of any sort for making such a disclosure.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner.
- Any employee who is involved in victimizing others who make a disclosure, takes any action to deter a disclosure or makes malicious allegations will be subject to a disciplinary procedure which may result in dismissal.
- Failure to report serious matters may result in a disciplinary procedure and may result in dismissal.
- Any management employee who inappropriately deals with a whistleblowing issue or fails to react appropriately by not taking action or responding appropriately may be deemed to have engaged in gross misconduct which could lead to dismissal.
- All staff have access to the telephone number of the LADO, children's social; care and OFSTED.

The manager will respect and protect a person's identity when a concern is raised, however in certain circumstances identities will have to be revealed to the person complained against and the complainant asked to supply written evidence in support of the complaint.

Once the complaint has been made the Committee will expect the complainant not to discuss the complaint.

If a complaint is made anonymously the case will hold less power and is more difficult to investigate.

Concerns are best made in writing, including times, dates, names and places. You will be required to demonstrate that there is sufficient grounds for the concerns. Although you will not be asked to provide proof.

If an allegation is made in good faith but is not confirmed after investigation, no action will be taken against either party.

You must not, under any circumstances

- Investigate the matter yourself
- Tell those you suspect to be involved.
- Accuse or approach individuals.
- Tell anyone other than the designated person.

Within one week of receipt of the concern you will receive a written acknowledgement and a copy of the statement you had submitted.

The manager will investigate the concerns and within two weeks inform you of what action had been taken.

If you are not happy with the outcome of the investigation you may elevate your concerns to OFSTED, via their whistleblowing hotline 0300 1233155, or via email whistleblowing@ofsted.gov.uk