



Harvey Bears Nursery and Preschool

Whistleblowing Policy and Procedures

Date of last review	
Signature of registered provider	

Contacts

Designated safeguarding lead	Sue Jones
Deputy designated safeguarding lead	
Registered provider	Harvey Bears Nursery and Preschool
Setting manager	Sue Jones
Committee chairperson	Christine Hall
Family Front Door (Children's Social Care in Worcestershire)	01905 822666 Weekdays 9.00 to 5.00pm (4.30 Fridays) 01905 768020 (evenings and weekends)
Police	Call 999 in an emergency, e.g. when a crime is in progress, when there is danger to life or when violence is being used or threatened. For less urgent issues call local police on 101 .
Ofsted	0300 123 1231
Worcestershire County Council Early Years Team	01905 844048 eycc@worcestershire.gov.uk
Local Authority Designated Officer (LADO)	01905 846221 (or via the FFD make an online referral to LADO)
NSPCC Whistleblowing Line	0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. help@nspcc.org.uk National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH

Related policies

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| <ul style="list-style-type: none">• Safeguarding Policy and Procedure including child protection.• Complaints Procedure for Parents and Service Users | <ul style="list-style-type: none">• Staff deployment and Training• Capability Policy• Staff code of Conduct• Student placements |
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Introduction

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.

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.

Roles and Responsibilities

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.

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 or has been 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's Safeguarding and Child Protection policy should be followed.
- Where you reasonably believe that inappropriate behaviour of another member of staff has taken place you should promptly disclose this allegation or concern to the manager. If this concerns the manager, you should report it to the DSL or chairperson of the committee.
- The DSL, Manager or Chairperson will make a record of the allegation against an individual and contact LADO either through the online referral form or phone. The setting will then follow the recommendations from LADO with regards to next steps.
- The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere.
- 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

Policy Review

This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.