



# Treetops Nursery

## Whistle blowing policy

### Whistle blowing

We are committed to the highest possible standards and recognise that staff, students and volunteers are often the first to realise that there may be something wrong within the setting.

Concerns that should be raised via the whistle blowing policy may be in relation to the actions/behaviours of other staff, students or volunteers, or about something that is perceived as:

- unlawful
- failing to comply with the setting's policy and procedures
- poor practice
- improper conduct

All staff, students and volunteers have the right, and duty to raise concerns about perceived unacceptable practice or behaviour. The setting will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.

The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. In accordance with that Act and its commitment to the highest standards of service delivery, the setting actively encourages its workers with concerns about any aspect of the setting's practice or any adult's, volunteer's or student's conduct to come forward and voice those concerns, in confidence, within the setting rather than overlooking a problem.

The setting will do its best to protect a whistle blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, there may be some circumstances where this is not possible but this will be discussed with the whistle blower.

Appropriate advice and support will be made available to staff, students and volunteers who raise concerns and those who raise concerns will be kept informed of the progress and outcome of any investigation.

The setting will not tolerate malicious allegations; this may be considered as a disciplinary offence.

Staff, students and volunteers should raise concerns with the Manager, or where the concerns are in relation to the Manager one of the Senior Management team.

The action taken will depend on the nature of the concern. All matters raised, with the exception of allegations of abuse, or unlawful activity, will be investigated internally. The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days.

The response should include details of how the matter was investigated, conclusions drawn from the investigation, and whom to contact should the staff member be unhappy with the response.

If the investigation cannot be completed within the timescale above, the staff member should receive a response that indicates:

- progress to date
- how the matter is being dealt with
- how long it will take to provide a final response

### **Allegations of serious harm and abuse**

Where there are any allegations of serious harm or abuse by any person living, working or looking after children on my premises, or any other abuse which is alleged to have taken place on the premises, staff should inform the named Safeguarding Lead Practitioner who must contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern by using the 'LADO Referral Form (attached). We will also inform Ofsted within 14 days of any such allegations being made.

If the concerns are about the Safeguarding Lead Practitioner, then please contact the Deputy Lead Practitioner or Nursery Manager who will contact the LADO.

The setting should not investigate allegations of serious harm or abuse. The LADO will discuss the case with the Manager and will oversee to its conclusion. The Local Authority Designated Officer can be contacted on 01603 223473.

Please see our safeguarding policy.

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