



Whistle blowing policy

Policy statement

Little Saints Nursery is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings, operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without the fear of reprisals. It is intended that this policy will encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or having it playing on their minds.

Procedure

Staffs have the right and individual responsibility to raise any concerns regarding poor practice at work. Staffs are responsible for safety and well being for all children attending nursery and this takes priority over loyalty towards colleagues.

Aims

This policy is intended to:

- Encourage and enable individuals to raise genuine and legitimate concerns.
- Support staff to be aware of and take an active role in the elimination of poor practice.
- To ensure concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

In addition to this policy we have other policies and procedures covering discipline, Grievance and complaints.

The manager and committee will investigate promptly and thoroughly, all concerns that are raised in accordance with this policy and will take appropriate action.

Confidentiality

The manager/committee will do it's best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant maybe

asked to provide written or verbal evidence in support of their complaint. If a person's identity is to be disclosed, he/she will be told before the disclosure and the reasons why this is necessary. Once the concerns have been raised, we expect that the complainant will not talk about this to any other person inside or outside the setting.

Anonymous complaints

Anonymous concerns hold less power and are harder to investigate. However they will still be considered and looked at.

Untrue allegations

If an allegation proves to be malicious or false, action may be taken against the person responsible for the act. However if the allegation was made in good faith but isn't confirmed after investigation no action will be taken against the complainant.

How to raise a concern

Concerns should be raised with the Nursery Manager. In cases where this is not appropriate then concerns should be raised with the committee.

Concerns are best raised in writing, included in this should be the background and history of the concern, giving names, dates, places where possible and the reason why you are particularly concerned. The earlier you report the concern the easier it is to take action. If you do not wish to put your concerns in writing then the person you express it to will have to make a written record of it and you will be asked to sign to confirm the accuracy of the statement. Although you will not be expected to prove the truth of the allegation, you will be required to demonstrate that there are sufficient grounds for your concern.

You should not:

- Investigate the matter yourself.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the manager or committee.

Within a week of the receipt of your concern, you will receive a written acknowledgement of your concern with a copy of your statement where appropriate. The manager and committee will investigate your concern within 2 weeks you will then be informed of what action is being taken and

you will be kept up to date on the progress of the investigation. You also be informed of the outcome of any investigation.

If your concerns can not be expressed to the manager or committee then you can contact the Local area designated officer (LADO) at:

Email:

Tel:

If you are not satisfied with the outcome of the investigation, you may elevate your concerns straight to OFSTED.

Tel:

This policy was adopted by: Little Saints Nursery

On: 11/07/2019

To be reviewed: 11/07/2020

Signed by: _____

Name of signatory: _____

Role of signatory: _____