



Whistleblowing Policy

EYFS Legal Requirement:

The provider must take the necessary steps to safeguard and promote the welfare of children

Every Child Matters Outcome: Making a Positive Contribution

This policy applies to

- The Early Years Register (ER)
- The Childcare Register (CR)

The Management of St Bede's Childcare Ltd recognises that employees are often the first to identify problems within the workplace. They may not voice their concerns because they may fear harassment, or feel that to speak against colleagues or the employer would be disloyal. A whistle blowing policy is in place to encourage employees with serious concerns regarding the establishment or staff members to voice such concerns without fear of reprisal.

Aim of the Policy

The whistle blowing policy aims to:

- reassure employees that they will not be victimised for voicing concerns raised in good faith
- detail procedures for employees to raise concerns and receive feedback on any action taken
- Allow employees to take the matter further if they are not satisfied with the Management's response.



Scope of the Policy

This policy is intended to cover concerns that fall outside of the setting's Safeguarding Procedures. If employees wish to lodge a grievance relating to his/her own employment, a grievance procedure is in place to resolve such matters.

A concern within the scope of this policy may relate to something that:

- is unlawful; or
- contravenes the policies of the Nursery; or
- Falls below established standards of practice
- Concerns regarding the welfare or practice of a fellow staff member or member of the management team
- Further Safeguarding concerns

Harassment or Victimisation

The Management will not tolerate harassment or victimisation and will endeavor to protect employees when they raise concerns in good faith. This may include undertaking disciplinary proceedings against those involved in victimising an employee who has raised a concern.

Confidentiality

The management team of Little Rainbows' Nursery will make every effort to protect the identity of an employee who raises a concern and does not want his/her name to be disclosed.

However, it must be noted that during an investigation, the source of the information may be revealed and a statement by the employee may be required as part of the



evidence. This would be particularly relevant in cases where it is necessary to involve Ofsted, the police or the courts.

Anonymous Allegations

Concerns expressed anonymously are less powerful; therefore it is recommended that employees put their name to allegations. Anonymous allegations will be considered at the discretion of the Manager. In exercising such discretion the following factors will be taken into account:

- the seriousness of the allegations;
- the credibility of the concerns; and
- the likelihood of confirming the allegations from an attributable source.

Untrue Allegations

No action will be taken against an employee who makes an allegation in good faith, which is not confirmed by the investigation.

However, if allegations are malicious, made without good reason and for no other purpose than to cause trouble or discredit the Nursery or a member of staff, an investigation will take place to determine whether disciplinary action is taken.

How to Raise a Concern

Initially an employee should raise concerns with either the Manager or the Deputy Manager of the setting. This depends upon the severity of the allegation and who is thought to be involved in malpractice. If, for example, the employee believes that the Manager may be involved, the employee should approach the Senior Management Team of St Bede's Childcare. If an employee has reason to believe that any member of management may be involved in improper conduct, an approach may be made to the Area Manager, by contacting as detailed in the complaints' procedure.



Employees wishing to raise a concern are advised to do so in writing, setting out the background of the concern, giving names, dates, places and reasons why they are concerned. Although the employee is not expected to prove the allegation, he/she will need to demonstrate that there are sufficient grounds for concern. If a member of staff does not feel able to express his/her concern in writing, he/she may telephone or meet the appropriate person.

An employee may invite a friend, legal representative or a representative from a union/professional association to raise a matter on their behalf, or to represent him/her at any meeting relating to his/her concern.

How the management will respond

The action taken by the Management will depend upon the nature of the concern and will be decided by the manager and/or the Registered Person. It may be decided that matters raised should:

- be investigated internally
- be referred to the police
- be referred to Ofsted
- form the subject of an independent inquiry.

Initial enquiries will be made to determine whether an investigation is appropriate and, if so, what form it should take and by whom. Some concerns may be resolved without the need for investigation, by agreeing action to be taken to address the concern raised. Allegations, which fall within the scope of specific procedures e.g. Safeguarding or discrimination issues, will normally be referred for consideration under the appropriate procedure.

The Manager will write to the employee within ten working days of a concern being received to:



- acknowledge the receipt of the concern
- indicate how it proposes to deal with the matter
- estimate the length of time it will take to provide a final response, if possible at such an early stage
- indicate whether initial enquiries have been made
- indicate whether further investigations will take place, and if none, explain why.

Where any meeting is arranged his/her chosen companion can accompany the employee raising the concern. Employees will receive information relating to the outcomes of any investigation, subject to legal constraint.

How the Matter can be taken further

The purpose of this policy is to provide employees with an avenue to raise concerns within the management structure. However, if a member of staff is not satisfied with this approach and feels it necessary to take the matter outside the Nursery, the following are possible points of contact:

- Ofsted (as detailed in the complaints procedure)
- a solicitor
- the police
- relevant professional bodies

A concern may be raised with any of the above provided that the complaint is made in good faith and not for the purpose of personal gain. If an employee makes allegations that he/she has no grounds to believe are true, are malicious or for personal gain, disciplinary action and/or prosecution proceedings for wasting police time may be taken.