

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

# **Hollytree Community Pre-school – Policies and Procedures**

## **10.11 Whistleblowing**

### **Policy statement**

Employees are often the first to realise that there may be something seriously wrong within their setting, however, they may not express their growing concern because they feel that speaking up would be disloyal to their colleague. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may be just suspicion of malpractice and wrongdoing at work. Hollytree Community Preschool is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with genuine serious concerns about any aspect of the settings operations to come forward and voice those concerns. This policy makes it clear that employees, parents/carers and others can do so without fear of reprisals. The Whistleblowing policy is intended to encourage and enable employees and others to raise such concerns within Hollytree Community Preschool rather than overlooking the problem.

### **Aims**

This policy aims to

- Provide avenues for you raise genuine concerns and received feedback on any action taken.
- Allow you to take the matter further if you are dissatisfied with the outcome or response.
- Reassure you those steps will be taken to protect you from reprisals and victimisation for whistleblowing in good faith.

This Whistleblowing policy is intended to cover genuine concerns that fall outside the scope of other procedures.

That concern may be about something that:

- Is against the policies and procedures of the preschool
- Falls below established standards of practice.
- Amounts to improper conduct
- Is a Health and Safety risk, including risks to the public as well as children, other colleagues, parents/carers and others
- Contributes to a safeguarding risk involving children in the preschool care.

The procedure will be communicated to all employees and volunteers, as well as parents/carers, students and others.

The first step is to report the concern to the preschool managers. This may, however depend upon the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing. If you believe that either of the Preschool Managers are involved and you cannot take your concerns to the other manager, you should take your concerns to the Chair of the Preschool Committee.

If staff have concerns about the managers and committee, they must contact the LADO (Local Authority Designated Officer) immediately for advice. Ofsted should also be contacted.

- Concerns may be raised verbally or in writing, and will be treated in confidence.
- Staff who wish to make a written report are advised to set out the background and history of the concern, giving names, dates and places, where possible and the reasons for the disclosure. (Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur).
- In order to protect a member of staff who raises a concern and those accused of wrong-doing, initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take.
- Some concerns may be resolved by agreed action without the need for investigation.
- If urgent action is required this will be taken before any investigation is conducted.
- Staff will be told how the preschool proposes to deal with a concern within 10 working days of the issue being raised.
- The preschool will make every effort not to reveal the identity of anyone raising a concern in good faith, however, at the appropriate time a member of staff may need to come forward as a witness.
- If an allegation is not confirmed by the investigation but made in good faith then no action will be taken against the complainant, however if a member of staff makes an allegation frivolously, maliciously or for personal gain then they may be subject to disciplinary action.
  
- You must not:
  - Investigate the matter yourself.
  - Alert those suspected of being involved
  - Tell anyone other than the designated persons (ie Preschool Manager /Committee Chair)

External bodies to whom a concern must be reported (in the absence of confidence in the preschool manager and committee) include:

- Ofsted (if the concern is about the safe and efficient running of the setting)  
0300 123 3155 (Monday to Friday 8.00am to 6.00pm) or Email  
[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
- The Local Authority Designated Officer, 01962 876364 or the Local Safeguarding Children's Board (if the concern is a child protection issue).
- The police (if a crime is thought to have been committed).
- The Whistleblowing charity PCAW (Public concern at work) for advice.

## Legal framework

Children Act (1989 s47)

Protection of Children Act (1999)

Data Protection Act (1998)

The Children Act (Every Child Matters) (2004)

Safeguarding Vulnerable Groups Act (2006)

Sexual Offences Act (2003)

Criminal Justice and Court Services Act (2000)

Human Rights Act (1999)

Race Relations (Amendment) Act (2000)

Race Relations (Amendment) Act (1976) Regulations

Equalities Act (2006)

Data Protection Act (1998)

## Non-Statutory Guidance

Working Together to Safeguard Children (HMG, 2015)

What to do if you're Worried a Child is Being Abused (HMG, 2015)

Framework for the Assessment of Children in Need and their Families (DoH 2000)

The Common Assessment Framework for Children and Young People: A Guide for Practitioners

(CWDC 2010)

Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)

This policy was adopted by	Hollytree Community Pre-school
Last review	August 2023
Date of next review	August 2024
Signed on behalf of the provider	<i>J Goldspink</i>
Name of signatory	Jo Goldspink
Role of signatory (e.g. chair, director or owner)	Joint Manager