



# **Whistle-blowing policy**

**This policy was adopted by the Kingswood Pre-School Group on 19/09/2018**

**Policy review date: 19/09/2020**

**Signed:----- Date:-----**

**(Hayley Roberts – Chairperson of Kingswood Pre-School Group)**

## **Whistle-Blowing (addition to Safeguarding and Allegations Against Staff)**

### **Policy Statement**

It is our intention that staff working at Kingswood Pre-school feel confident about coming forward and reporting any issues or concerns that they may have. Staff must also feel confident that they remain protected from any subsequent discrimination.

### **EYFS key commitments**

Child protection – 3.6, 3.8

Staff qualifications – 3.21

### **Aims**

We aim to ensure that staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity. We allow staff the opportunity to raise concerns on daily and termly basis through informal chats, staff meetings and termly supervision meetings. We ensure staff receive a response to their concerns and that they are aware how to further pursue concerns should they feel dissatisfied. Every effort will be made to ensure that any concerns and staff identity will remain confidential.

### **What should be reported**

- The inappropriate treatment or care of a child.
- Any breach of the staff code of conduct by any member of staff, manager, student or volunteer.
- Discrimination of any kind.
- Concerns that could impact on the health and safety of children or adults.

## Procedures

A concern can be initially raised by any staff member to the manager. If the concern directly involves the manager, the concern must be reported to the deputy manager. The nature of the concern will be discussed in confidence, including the background, history of the concern and relevant dates of alleged incidents. Staff will not need to prove allegations or concerns beyond doubt, but will need to demonstrate that they are acting in good faith, and that there are reasonable grounds for their concern. All concerned will be treated fairly.

- Initial enquiries will be made to decide whether an investigation is appropriate, and if so what form this should take.
- Allegations against a member of staff will be reported to LADO as detailed in the 'Allegations Against Staff' policy.
- Concerns reported will be acknowledged in writing and investigated by the manager and Committee. All investigations/conversations will be recorded.
- Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed, unless legal reasons determine otherwise.
- Confidentiality will be maintained and every effort made not to reveal a member of staff's identity. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action may be taken, including disciplinary action.
- Members of staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 0280285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk) (Poster is displayed on cupboard door in Parker Room).
- All members of staff are made aware of the pre-school's Whistle-blowing procedure and it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.