



Whistleblowing Procedure

Introduction

All staff have the responsibility of expressing concerns about perceived unacceptable practice or behaviour.

Concerns should be raised in relation to the actions/behaviours of other staff or about something that is perceived as:

- Unlawful
- Failing to comply with the settings policies and procedures
- Poor practice
- Improper conduct

The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. All staff have the right to and we encourage staff to voice their concerns, in confidence, rather than overlooking a problem.

We will do our best to protect a whistle blower's identity. However, if the concern raised needs to be addressed through another procedure or, as in some circumstances, we have to disclose their identity without their consent the member of staff will be informed first and given support and guidance where needed.

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your Manager and Ann and Cathy.

Raising a Concern

Staff should raise concerns with the Manager or the Directors. Concerns should be raised in writing and include:

- reference to the fact that it is a whistle blowing disclosure
- the background and history of the concerns
- names, dates and places (where possible)
- the reasons why the individual is concerned about the situation

Staff who feel unable to put concerns in writing can telephone or arrange to meet either the Manager or one of the Directors. Please use the contact details below:

- Manager, Sam Burns - 07814410054
- Director, Ann Turner - 07833680415
- Director, Cathy Price - 07814788001

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

Investigation

The action taken will depend on the nature of the concern. All matters raised, **with the exception of an allegation of harm against a staff member or unlawful activity**, will be investigated internally.

In order to protect individuals initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. This usually involves a meeting with the person raising the concern. Some concerns may be resolved at this initial stage simply by agreed action or an explanation regarding the concern without the need for further investigation.

The appropriate person/s will investigate the concerns thoroughly and will ensure that a written response can be provided within 10 working days. The response will include details of how the matter was investigated, conclusions and, if the staff member is unhappy with the response, who to contact.

If the investigation cannot be completed within 10 working days 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

Once the final response has been provided, if you feel that the complaint has not been dealt with effectively or you still have concerns, you have the right to refer your concerns to the Directors or Ofsted.

Allegations against a staff member or volunteer

An allegation should be made against a member of staff or volunteer if they have:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved toward a child in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

If you feel your concern may meet these criteria please follow the process on the blue and yellow allegation flowchart titled '**Allegation against a person who works or volunteers with children...what to do**' which is on the staff Safeguarding board in the cupboard.

Do not investigate any allegations until you are certain the above criteria have not been met, advice should be sought from the Local Authority Designated Officer (LADO) where there is uncertainty.

All Allegations referred to the LADO must also be referred to Ofsted as a significant event within 14 days via telephone or the online notification form.

Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231
Senior Adviser Intervention and Safeguarding (Gemma Hope)	01223 714760

This policy was adopted at a meeting of Kids Club Ely Ltd & St John's Preschool on 6th March 2023 (Review March 2024)

Signed _____ Dated _____

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