



Home-Grown in Malvern Whistle blowing policy (Raising Concerns)

What is Whistle blowing?

Whistle blowing encourages and enables staff to raise serious concerns within the nursery, rather than overlooking a problem or 'blowing the whistle' outside. Staff are often the first to realise that there is something wrong with the setting. However, they may not want to express their concerns as they feel that speaking up would be disloyal to their colleagues or to the nursery.

How to raise a Concern?

If staff have concerns about poor or unsafe practice, they report this to the manager (Penny), provider (Denise) or DSL either at their supervision meeting or preferably as the issue occurs.

Where a staff member feels unable to raise an issue, or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends.

The email address is: help@nspcc.org.uk.

Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH

All information relating to concerns would be handled in confidence, kept in a locked secure location and only made available to those who have a right or professional need to see them.

A complaint is an allegation of abuse if it indicates that someone:

- Has/may have acted in a way that has harmed a child
- Acted in a way which has put a child at risk
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

If a complaint (from a parent, child, staff member, member of the public, etc) includes an allegation of abuse, whether made verbally or in writing, the incident would be noted in the record of complaints (with minimal detail to ensure confidentiality) and the registered provider informed.

The registered provider/Manager or DSL will make a record of the allegation and contact LADO either through the online referral form or phone.

We will not investigate an allegation of abuse or discuss with the person involved and we will follow the advice of LADO.

The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere.

- Confirmation of the allegation in writing would be sought from the person making the allegation, but action would not be delayed whilst awaiting written confirmation.
- The recipient of the allegation would immediately inform the registered provider.

- The registered person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the **LADO** on **01905 846221**
- The manager would telephone the LADO and if this is not possible, the Family Front Door
- If the allegation is against the DSL or the manager, it will be necessary to report the concern to the person's superior. If this is not possible staff should inform the LADO directly.
- If the allegation is against the registered person, the DSL should inform the LADO immediately and then notify Ofsted.
- A note would be made of any actions advised by the LADO or by Ofsted and of the date and time they are implemented.
- The provider would conduct a risk assessment to determine whether the staff member should be suspended.
- Parents/carers would be informed unless to do so could put the child in further danger.

If no further action is recommended, we may still proceed with disciplinary procedures. If there are concerns about the suitability of the member of staff to continue to work with children, we have a statutory duty to refer to the Disclosure and Barring Service (DBS)

In all cases where an allegation against a member of staff is made, we would review all policies and procedures, and address identified training/supervision needs.

Records of allegations would be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

The registered provider completes training on managing allegations.

Our Commitment

Home-Grown in Malvern is committed to the highest possible standards of openness, and accountability. In line with that commitment, we expect staff and others that we deal with, who have serious concerns about any aspect of the setting's operation to come forward and voice those concerns.

Who does the Policy apply to?

The policy applies to all employees, permanent and temporary, bank staff, volunteers and work experience students.

The Aims of this Policy.

- To encourage you to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

Safeguards and Victimisation

Home-Grown in Malvern recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service.

Home-Grown in Malvern will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must not act maliciously or make false allegations.
- Staff must not seek any personal gain.

Signed:

Date reviewed: