



## Safeguarding Children

### 1.2.1 Whistle Blowing Policy

#### Policy statement

Treetops Pre-School is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the setting's operations to come forward and voice their concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals.

This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or blowing the whistle outside.

Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for safety and the wellbeing of all children attending the setting and this is a priority over loyalty towards colleagues.

*In our role as childcare workers, we have a duty to report unacceptable behaviour:*

- by those we work with
- by child minders
- by childcare workers
- by other professionals working with children

to the relevant authorities.

*This will be necessary when the behaviour:*

- is detrimental to children
- has placed them at risk
- has caused actual harm to them
- is illegal

*In these situations we may be required to contact:*

- the police
- the social work service
- Ofsted
- any other relevant body

to pass on the information known to us or inform of events we have witnessed.

### **Aim of this policy**

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise concerns and receive feedback on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without leading to harassment or victimisation and every effort will be made to keep both the concern and the member of staff's identity confidential.

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behaviour of manager, staff, student or volunteer
- Discrimination of any kind
- Concerns that could impact on the Health & Safety of the children or adults

How to raise a concern?

- A concern should initially be raised by any staff member to the Manager
- Discuss the nature of the concern together with the background history of the concern and provide the relevant dates of the incidents
- There is no expectation that staff prove beyond doubt the truth of their suspicion; however, they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly

Concerns will be dealt with in the following way:

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take
- The incident will be investigated by the Manager and/or Ofsted
- If appropriate, it will be referred and put through established Safeguarding children procedures and may form the subject of an independent enquiry
- Within 10 working days of the concern being raised, the member of staff will receive in writing an acknowledgement that the concern has been received informing them as to whether any further investigation will take place and if not, why not.

If there are any difficulties experienced as a result of raising a concern, support will be offered.

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 will be made not to reveal a member of staff's identity if they so wish. If however a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

The Public Disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organisation, or individual within it, through amendments to employment law.

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|---|------------------------------------|-----------------|
| This policy was adopted at a meeting of | Treetops (Hedge End) Limited       | name of setting |
| Held on                                 | <hr/> 31 <sup>st</sup> August 2017 | (date)          |
| Date to be reviewed                     | <hr/> 30 <sup>th</sup> August 2018 | (date)          |
| Signed on behalf of Treetops            | <hr/>                              |                 |
| Names of signatory                      | <hr/> W. Lowton                    | P. Lowton       |
| Role of signatory (e.g. chair/owner)    | <hr/> Director                     | Director        |
|   | <hr/>                              |                 |