



**Oakbridge Little Learners LTD**  
66-68 Bridge Cross Road  
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[contact@oakbridgellittlelearners.co.uk](mailto:contact@oakbridgellittlelearners.co.uk)  
01543 686099



## WHISTLE BLOWING

Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the setting manager or business partner any breach of procedures.

The whistle blowing procedure is designed to enable employees to notify the management of any reasonable suspicion of illegal or improper conduct. The procedure requires all employees to act responsibly to uphold the reputation of the nursery and to help maintain public confidence.

It is a procedure in which the management will be expected to act swiftly and constructively. Concerns about a colleague's professional capability should be dealt with using this procedure.

Employees must act in good faith and must have reasonable grounds for believing the information to be accurate. No employees who use this procedure in good faith will be penalised for doing so. The nursery will not tolerate harassment and/or victimisation of any employee raising concerns.

This policy document is intended to encourage and enable staff to raise their concerns and to do so without fear of victimisation or discrimination. It does not replace the safeguarding/child protection policy or the organisations standard procedures for reporting allegations or concerns about staff or volunteers.

This policy is designed to cover concerns that staff have about conduct of individuals in a position of trust within the organisation, which could be detrimental to the safety or wellbeing of children and where staff, for whatever reason, feel unable to raise them under the organisations standard child protection procedures around dealing with such allegations. It could include issues about:

- Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children.
- Personal contact with children and young people which is contrary to the organisations policies and codes of conduct.
- Unprofessional behaviour
- form of abuse (physical, sexual, emotional or neglect)

### Confidentiality

All concerns will be treated in complete confidence, however, there may be a need for the whistle blower to give evidence e.g., if they have witnessed a crime or regarding disciplinary procedures if this is the outcome.



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### **False Allegations**

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

### **How to raise a concern**

If a member of staff, volunteer or student has a concern the procedure below should be followed:

- Raise concern with the setting manager (this is dependent upon the seriousness and sensitivity of the concern and who is suspected of the wrongdoing)
- Concerns can be verbal or written.
- If written, write your concerns down clearly and include the background, history, names, dates, places, and reason for the disclosure. When raising a concern the whistle-blower needs to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.
- The manager/local authority will respond to the concern, by carrying out an initial enquiry.
- If urgent action is required this will be taken before any investigation is carried out.
- If appropriate, the management should explain how the concerns will be dealt with within 10 working days of the concern being raised.

Staff should normally raise their concerns with the management under the organisations standard procedures above for dealing with allegations about a person in a position of trust.

Where the issue concerns the manager/business partner or, having made a report, you believe that they have failed to take appropriate action, then contact can be made to a dedicated whistleblowing hotline on 0300 123 3155 (Monday to Friday from 8am to 6pm) or by emailing them at [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

If it is felt that it would be unsafe for any reason to share concerns with the named person then contact First Response/Front Door (Staffordshire County Council) on 0800 1313126 or out of hours on 0845 604 2886.