



**LADYBIRDS**  
**NURSERY**

## Whistleblowing

2021/2022

## Safeguarding

**Children, Staff, Students, Visitors, Volunteers.**

### **Introduction**

All of us at one time or another have concerns about what is happening at work. Usually these concerns are easily resolved. However, when they are about unlawful conduct, financial malpractice or dangers to the public, the environment, the children, the staff, students or any other visitors, harassment or misbehaviour at work, it can be difficult to know what to do.

You may be worried about raising such issues, or may want to keep the concerns to yourself, perhaps feeling it is none of your business, or that it's only a suspicion. You may feel that raising the matter is disloyal to your colleagues, manager or to the nursery. You may decide to say something but find that you have spoken to the wrong person or raised the issue in the wrong way and are not sure what to do next.

Ladybirds Nursery takes very seriously any form of malpractice and has introduced this procedure to enable you to raise your concerns about such malpractice at an early stage and in the right way. We would rather you raised the matter when it's just a concern rather than waiting for proof.

If something is troubling you, which you think we should know about or look into, please use this procedure. However, this Whistleblowing procedure is also available for concerns about your personal position, where you are uneasy about the Grievance Procedure, as well as the interests of others, or if you think the nursery itself is at risk.

## IF IN DOUBT.....RAISE IT

### Purpose

The purpose of the Whistleblowing Policy is to provide staff with a clear and safe route for reporting concerns.

## Ladybirds Nursery Assurances to you

### Your Safety

If you raise a genuine concern under this policy, you will not be at risk of losing your job, or suffering from any form of retribution as a result. Providing you are acting in good faith, it does not matter if you are mistaken. Of course we do not extend this assurance to someone who maliciously raises a matter they know is untrue. Ladybirds Nursery will not tolerate the harassment or victimisation of anyone raising a genuine concern. However, we recognise that you may want to raise a concern in confidence, we will not disclose it without your consent. If the situation arises where we are not able to resolve the concern without revealing your identity (for instance because your evidence is needed in court), we will discuss with you whether and how we can proceed.

Remember that if you do not tell us who you are, it will be much more difficult for us to look into the matter, or to protect your position or to give you feedback. Accordingly, while we will consider anonymous reports, this Policy is not appropriate for concerns raised anonymously.

## How we will handle the matter

Once you have told us your concern, we will look into it to assess initially what action should be taken. This may involve an internal enquiry or a more formal investigation. We will tell you who is handling the matter, how you can contact him/her and whether further assistance may be needed. If you request, we will write to you summarising your concern and setting out how we propose to handle it.

When you raise the concern you may be asked how you think the matter might be best resolved. If you do have any personal interest in the matter, we do ask that you tell us at the outset.

While the purpose of the policy is to enable us to investigate possible malpractice and take appropriate steps to deal with it, we will give you as much feedback as we properly can. If requested we will confirm our response to you in writing. However, we may not be able to tell you the precise action we have taken where this would infringe a duty of confidence owned by us to someone else.

## How to raise a concern initially

If you have a concern about malpractice, we hope you feel able to raise your issues with your manager or deputy. This may be done verbally or in writing.

Please say if you wish to raise the matter in confidence so that we can make appropriate arrangements.

## Duty To Report

It is the duty of all employees, volunteers and students to ensure the safeguarding of all the children, staff, students, volunteers and visitors.

Due regard will be given the 'Prevent' policy when thinking about our Duty to Report.

## Designated People

The designated safeguarding officers in charge of Safeguarding are Gill and Zoe.

Should you feel you cannot approach any of these people, you may ring Children's services direct, Child Protection Services 01204 331500, or the Local Authority Designated Officer Lisa Kelly (01204 337474) for managing allegations against a member of staff or person in a position of trust. You may ring Ofsted if you do not feel you can approach one of these agencies, 0800 123 1231

### How to Raise a Concern

Anyone who has concerns should report their issues immediately to

Step one

- The designated Safeguarding Officers Gill, Zoe, Michelle, or

Step two

- Children's Social Care

Step three

- The LADO Lisa Kelly (02104 337474)

Step four

- Ofsted

This policy will reviewed sooner than the review date should any new information become available.

Issue Date January 2016

Date to be Reviewed January 2017

Date Reviewed July 2016

Date to be Reviewed July 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed June 2020

Date to be Reviewed June 2021

Date Reviewed September 2021

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

This policy will be reviewed sooner than the renewal date should any new information become available.