



Policies

WHISTLE BLOWING POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

What is Whistleblowing?

Whistleblowing encourages and enables staff to raise concerns within The Preschool rather than overlooking a problem. Staff may be the first to realise that there is something seriously wrong and action needs to be taken. However, they may not want to express their concerns as they feel that speaking up would be disloyal to their colleagues or to the Preschool.

Our Commitment

The Preschool 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 Preschool’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.

NB. Other procedures are available to employees e.g. the Grievance procedure which relates to complaints about your own employment. This policy also does not replace the Complaints Policy which is for the use of Parents, Grandparents and all other carers of children who use the Preschool.

The Aims of the 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.

What Types of Concern are Covered?

- Behaviour which has harmed, or may harm, a child.
- Where there is a possibility that a member of staff has committed a criminal offence against a child or related to a child that has not been disclosed.
- Behaviour towards a child or children in a way that indicates that s/he is unsuitable to work with children.
- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Health and safety risks, including risks to the public as well as other staff.

- Damage to the environment.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong.

Safeguards and Victimisation

The Preschool 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.

The Preschool 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.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible.

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.

How to Raise a Concern

As a first step, you should raise concerns with the Preschool Manager or Deputy Manager. In all cases that fit the criteria above, your concerns will be recorded and then contact will be made with the Local Authority Designated Officer (LADO) and if a staff member is accused of harming a child Ofsted will also be notified. Should you feel you cannot approach your Managers from within the Preschool we ask that you contact our Safeguarding Representative on the Management Committee.

We will ask the LADO to:-

- Provide advice and guidance to the setting
- Liaise with Children's Social Care and other agencies
- Monitor the progress of cases where necessary
- Work to ensure that all allegations are dealt with appropriately

To report a concern of this nature please:

Call the Local Authority Designated Officer Shona McMinn (LADO): 01962 876364

Download and fill out the LADO referral form found online and send it to child.protection@hants.gov.uk

Or you can write to:

The Safeguarding Unit

Children's Services Department, Hampshire County Council, Elizabeth II Court North, The Castle Winchester, SO23 8UG

If LADO is not available, the contact options are:-

- Children's Services Team at Hants direct on 01329 225379
- Children's Services Mon-Fri, office hours 0300 555 1384
- Out of normal office hours 0300 555 1373
- In an emergency call the police on 999
- Email childrens.services@hants.gov.uk
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Alternatively, you can call Ofsted on 0300 123 3155, email them at:
whistleblowing@ofsted.gov.uk

or write to them at:

WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____