



WHISTLE BLOWING POLICY

STATEMENT

East Harptree Nursery (“EHN”) 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 settings, operations to come forward and voice those 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. It is intended that this policy will encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or having it playing on their mind.

PURPOSE

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

POLICY

General Principals


This policy is intended to:

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those raising concerns from victimisation or retaliation

In addition to this policy, we have other policies and procedures covering complaints. This policy is intended to complement these and to cover concerns that fall outside the scope of other procedures.

Confidentiality

The nursery will do its best to protect a person’s identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint. If a person’s identity is to be disclosed, he or she will be told before the disclosure and the reasons why this is necessary. Once the concerns have been raised, we expect that the complainant will not talk about this to any other person inside or outside the setting.

Date written: September 2022	Written by: Jess Sheldon / Trustees
Reviewed: September 2023	Signed by Trustees: 
Next review date: September 2024	



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Anonymous Complaints

When a concern is expressed anonymously it is much less powerful and harder to investigate. However, anonymous reports will still be considered and investigated.

Untrue Allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against either party. If, however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance, concerns should be raised with the Nursery Manager, who will investigate promptly and thoroughly, all concerns that are raised in accordance with this policy and will take appropriate action.

Concerns about the manager should be raised to the Chair of Trustees and will be investigated by the Chair and/or a nominated trustee(s)


Concerns are best raised in writing, with background and history, giving names, dates, places and the reason for the concern. The earlier you express your concerns the easier it is to take action. If you do not wish to put a concern into writing, the person to whom you are making the complaint will make a written record of the discussion and will ask you to sign to confirm accuracy of the notes taken. Although you will not be expected to prove the truth of your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

You should not:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated person's i.e. Manager and Proprietor

Within a week of the receipt of your concern, you will receive a written acknowledgement of your concern, with a copy of your statement where appropriate. The Manager and/or Trustees will investigate your concern and within two weeks you will be informed of what action is being taken and you will be kept up to date on the progress of the investigation. You will also be informed of the outcome of any investigation.

If your concerns cannot be expressed to the Manager or Trustees, then you can contact the LADO (Local Area Designated Officer) at:

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Sarah Hogan is this up to date?

E-mail: lado@bathnes.gov.uk

Telephone: 01225 396810

Website:

https://www.proceduresonline.com/swcpp/banes/p_report_concerns.html#:~:text=For%20dealing%20with%20allegations%20against,%40bathnes.gov.uk

If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to Ofsted. Members of staff may contact Public Concern at Work at any stage for free, confidential advice, if they are unsure how to raise a concern. For more information on the law visit:

www.pcaw.co.uk/law/uklegislation.htm

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