

WHISTLE BLOWING – Jan 2023

Overview

Our Whistleblowing policy is intended to cover concerns such as:

- Safeguarding Children
- Financial malpractice or fraud
- Failure to comply with a legal obligation
- Dangers to health and safety or the environment
- Criminal activity
- Improper conduct or unethical behaviour

This policy should not be used to question business decisions made by the Club, or to raise any matters that are covered under other policies (eg discrimination or racial harassment). Any allegations relating to child protection will follow the procedures set out in the Safeguarding Children policy. Any concerns relating to the employment conditions of an individual member of staff should be raised according to the procedures set out in the Staff Grievance policy.

All staff receive information on safeguarding children on induction. They are given information on the referral process and confidentiality.

Raising a concern

Ideally the staff member should put his or her allegations in writing, setting out the background to the situation, giving names, dates and places where possible, and the reason why they are concerned about the situation. This should be passed onto the club's Designated Safeguarding Officer/Lead who will notify the Area Manager (also a Designated Safeguarding Officer/Lead) and between them investigate and follow the correct procedures; contacting social services, Ofsted and LADO (as appropriate). We would work with these agencies through the referral process.

If they are unwilling or unable to act on the concern, the staff member should then raise it with:

- Ofsted (if it concerns the safe and effective running of the club)
- The Local Authority Designated Officer or the Local Safeguarding Children Board (if it concerns a child protection issue and is not already covered by the procedure set out in the Club's Safeguarding Children policy)
- Ultimately, with the police (if a crime is thought to have been committed).
- PCAW (Public Concern at Work): 020 7404 6609 (website: www.pcaw.org.uk)

If you do not want to bring your concerns to the Supervisor you can contact Anthony Pickford Managing Director (also a Designated Safeguarding Officer/Lead) on 07747600009 or quackersdaynursery@hotmail.co.uk. Alternatively, if your concern is about Anthony Pickford and you do not want to raise concerns with him, you can contact the Nursery Manager at Quackers on 01635 247555.

Responding to a concern

Initial enquiries will usually involve a meeting with the individual raising the concern, and will decide whether an investigation is appropriate and, if so, what form it should take. If a concern relates to issues which fall within the scope of other policies, it will be addressed under those policies.

If the initial meeting does not resolve the concern, further investigation is required. The appropriate person will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days where feasible, or if this is not possible, giving a date by which the final response can be expected. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and who to contact if the member of staff is unhappy with the response and wishes to take the matter further.

Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the Club will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Contact information

OFSTED 0300 123 1231

LADO BUCKS 01296 382070

LADO HAMPSHIRE 01962 876364

LADO BERKS 01635 503090

PCAW (Public Concern at Work): 020 7404 6609 (website: www.pcaw.org.uk)