A drawing of a face

Description generated with high confidence

Whistle Blower Policy

The Whistle blowing procedure aims to help and protect both staff and the children. By following the procedure, you are acting to:

* Prevent a problem getting worse.
* Safeguard children and young people.
* Reduce the potential risks to others.

The earlier you raise a concern, the easier and sooner it is possible for the setting to act.

*Introduction*

Bell Day Nursery is committed to the highest possible standards and recognises that staff, students and volunteers are often the first to realise that there may be something wrong within the setting. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or they may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than resort what may just be a suspicion of malpractice.

The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. In accordance with that Act and its commitment to the highest standards of service delivery. Bell Day Nursery actively encourages its workers with concerns about any aspect of the setting’s practice or any adult, volunteer or student’s conduct to come forward and voice those concerns, in confidence, within the setting rather than overlooking a potential problem.

*Objective*

The aim of this policy and associated procedures is to establish an internal procedure that will encourage and enable staff, students and volunteers to raise concerns about any aspect of the setting’s practice, (which do not meet the criteria for being dealt with as a complaint of grievance), in confidence and without fear. Also, to ensure the setting continues to work within Best Practice and Safeguard Children and Young People Guidelines.

*Scope*

Concerns that should be raised via the whistle blowing policy may be in relation to the actions/behaviours of other staff, students or volunteers or about something that is perceived as:

* Unlawful
* Failing to comply with the setting’s policy and procedures
* Poor practice
* Improper conduct

*Principles*

This policy is based on the following fundamental principles:

* All staff, students and volunteers have the right to raise concerns about perceived unacceptable practice or behaviour.
* The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.
* Bell Day Nursery will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.
* Bell Day Nursery will do its best to protect a whilst blower’s identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. Disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.
* In some circumstances Bell Day Nursery may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first if possible.
* Appropriate advice and support will be made available to staff, students and volunteers who raise concerns.
* Those who raise concerns will be kept informed of the progress and outcome of any investigation.
* Bell Day Nursery will not tolerate malicious allegations, this may be considered a disciplinary offence.

*Procedures*

Procedures for reporting and investigating ‘Whistle Blowing’ concerns have been developed to ensure that:

* Staff or volunteers can raise concerns (no matter how small they may appear) internally as a matter of course and receive feedback on any action taken.
* Concerns are taken seriously and dealt with quickly and appropriately.
* Staff and volunteers are reassured that they will be protected from reprisals or victimisation for whistle blowing in good faith.
* Staff and Volunteers can take the matter further if they are dissatisfied with the setting response and seek external advice and guidance.
* Issues raised are addressed via other procedures and policies as appropriate, e.g. Safeguarding Policy, allegations against an adult working in a setting, grievance, disciplinary, health and safety.
* Appropriate records are maintained for monitoring purposes.

*Raising a concern*

Staff, students and volunteers should raise concerns with a member of the management. Concerns should be raised in writing and include:

* Reference to the fact that is a while blowing disclosure.
* The background and history of the concerns.
* Names, dates and places (where possible).
* The reasons why the individual is concerned about the situation.

Staff who feel unable to put concerns in writing, can telephone or meet the manager.

**Who should you contact?**

You should contact on of the following people in confidence:

* Gina Owers- Bell Day Nursery Safeguarding Designated Person- 01799 528051
* Arthur Coote- Bell Day Nursery Safeguarding Designated Person- 01799 528051
* Denise Brooks- Bell Day Nursery Safeguarding Designated Person- 01799 528051
* Kirsty Reville- Bell Day Nursery Safeguarding Designated Person- 01799 528051

*Investigation*

The action taken will depend on the nature of the concern. All matters raised (with the exception of allegations of abuse against a staff member/volunteer, or criminal or unlawful activity will be investigated internally.

The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days.

September 2019

Signed:G.Owers