

# **Whistle Blowing Policy**

## **Aims of this Policy**

The Whistle Blowing Policy enables an individual member of staff to formally raise any issues of concern or malpractice in the Nursery workplace without fear of victimisation or retribution and the knowledge that appropriate action will be taken.

It is expected that all members of staff at Training Depot Day Nursery will be professional in their role at all times and that everyone should hold the welfare and safety of all children as their paramount objective. It is vital that staff members speak to a Manager / Deputy Managers or Business Manager at the first instance if possible. This is to enable any issues to be addressed and rectified as swiftly as possible. If a member of staff feels this is not possible or wishes to take an issue further, they may speak to a member of management, the Owner of the Nursery or take the matter further to an agency listed at the bottom of this policy.

Designated Whistle Blowing Policy Officer: Mrs Sandhya Godhania

Authorising Officer: Miss Helena Sweet

Miss Helena Sweet has overall and final responsibility for all matters relating to Whistle Blowing.

## **Whistle Blowing Process**

Training Depot Day Nursery understands that raising an issue of concern might be a difficult choice for people to make, however as a childcare provider we expect employees and volunteers to raise any concerns that they have to ensure any problems can be resolved and removed quickly and effectively. Any member of staff or volunteer that has a reasonable suspicion and / or evidence should raise the issue as a matter of urgency, so that it can be dealt with quickly and effectively.

1. Staff may raise an issue or concern or malpractice with their Whistle Blowing Officer/Business Manager, Deputy Manager, Manager or to the Owner of the Nursery. Genuine concerns raised under this Policy will provide staff and volunteers with protection under the Public Interest Disclosure Act 1998. Any member of staff may ask Training Depot Day Nursery to keep their identity confidential and the Nursery will commit to do so, staff may be asked the reasons for remaining anonymous. At times it may be difficult to deal with a complaint raised on an anonymous basis. If a concern is raised under this policy, TDDN will ensure that staff will not be at risk of losing their job or suffering any form of disadvantage in the working environment, as a result of the concern raised. This assurance is not extended to someone who maliciously raises a matter that they know to be untrue. In the event of this happening the individual person could be liable to disciplinary action.
2. Full details about the concern raised will be recorded, along with any actions already undertaken. The matter will be fully investigated. If the concern raised is in relation to child abuse, the concern will be forwarded appropriately under the Luton Safeguarding Children Board procedures. Every effort will be made to provide feedback, though this may not always be possible as it may break the Nursery's responsibility of confidentiality to the other party involved. The concern will be forwarded to the LADO, (Local Authority Designated Officer), who works in the Children's Services at Luton. This is the Officer responsible for managing allegations against any person who works with children.

## **Whistle Blowing / Complaint / Grievance**

Whistle blowing is different from making a complaint. If someone wishes to make a complaint about the childcare setting, they will be advised to go through the Nursery's normal complaint procedures.

Whistle blowing is different to a grievance. There are other procedures in place which staff can be referred to with grievances relating to their own employment.

If the Whistle blower feels uncomfortable with speaking to any staff at Training Depot or if the concern or issue raised concerns the Business Manager, Manager or Owner, the following external bodies can be contacted.

1. Public Concern at Work Tel: 020 3117 2520 or email at [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)
2. Luton Borough Council's Childcare Advice and Support Team on 01582 548995 or email at [Childcareadvice@luton.gov.uk](mailto:Childcareadvice@luton.gov.uk)
3. Ofsted Whistle-blower hotline: 0300 123 3155 (Monday – Friday 8am-6pm) or email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Ofsted contact address is: The National Business Unit  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

Reviewed in Aug 24 by Miss Sandhya