

Whistle blowing Policy



Policy

Tiny Oaks Day Nursery is committed to being open, honest, and accountable. It encourages a free and open culture between all team members.

This Policy aims to help leaders, team members and volunteers to raise any serious concerns they may have about colleagues or their employer with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

It is written in the context of the Public Interest Disclosure Act 1998, which protects employees who 'blow the whistle' on malpractices within their organisation.

What Types of Concerns?

The policy is intended to deal with serious or sensitive concerns about allegations, such as the following:

- A criminal offence
- Concern of staff practice and conduct
- Failure of a safeguarding procedure or other regulatory requirement
- A failure to comply with any legal obligation
- A miscarriage of justice
- Unauthorised use of the company's money
- Breaches and abuses of policy
- Fraud, bribery, or corruption
- The mistreatment of service users
- Use of alcohol & illegal drugs

Or concealment of any of the above.

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur. However, if an individual knowingly or maliciously makes an untrue allegation (e.g., to cause disruption within the company), the setting will take appropriate disciplinary action against them. Which may constitute gross misconduct.

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This policy does not deal with any complaints staff may have about their employment position or personal circumstances such as the way they have been treated at work. This should be dealt with through the Investigation, Disciplinary & Grievance Policy.

Procedure

If an individual has a whistleblowing concern the individual must report their concern to the DSL on the day. If the matter concerns the DSL, or they feel they cannot share their concern with them, they must share their concern with the Deputy Designated Safeguarding Lead. In the instance where the DSL is the manager, please refer to the Safeguarding policy for further details.

Individuals are encouraged to raise their concerns verbally with the DSL, and follow up where required in writing, setting out the background and history of their concerns (giving names, dates, and places where possible, please use the 'record of allegation form') outlining their concerns.

The law recognises that in some circumstances it may be appropriate for an individual to report their concerns to an external body such as a regulator. We strongly encourage you to seek advice before reporting a concern to someone external.

If any individual is unsure about whether to use this procedure, or they want independent advice at any stage, they should contact:

- The nursery Designated Safeguarding Lead: Manjeev Khaira - Director
Dawn Clarke - Deputy Manager
- External agencies: LADO, MASH, OFSTED
- The NSPCC anonymous whistleblowing advice line (details at the end of this policy)

Protecting the Individual Raising the Concern

Tiny Oaks Day Nursery aims to encourage openness and will support whistle-blowers who raise genuine concerns under this policy, even if they turn out to be mistaken.

Whistle-blowers must not suffer any detrimental treatment as a result of raising a concern. If an individual believes they have suffered any such treatment, they should inform the nursery manager immediately. If the matter is not resolved, the individual should raise it formally through the Investigations, Disciplinary and Grievance

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Procedure. Staff must not threaten or retaliate against whistle-blowers in any way. If staff are involved in such conduct, they may be subject to disciplinary action.

If an individual wants the matter to be treated confidentially, we will make every effort to keep your identity secret and only reveal it where necessary to those involved in investigating your concern or where there is a legal obligation for us to do so.

Concerns raised anonymously can pose difficulties when investigating; we strongly encourage our team members to feel confident in sharing their concerns in line with our investigation, disciplinary and grievance policy.

Useful Contacts

Ofsted Whistleblowing

Tel: 0300 123 3155

Email: whistleblowing@ofsted.gov.uk

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

PROTECT

Tel: 020 3117 2520

Website: <https://protect-advice.org.uk>

NSPCC Whistleblowing Advice Line

Tel: 0808 800 500

Email: help@nspcc.org.uk

Further guidance

- NSPCC Website <https://www.nspcc.org.uk/>

Linked Policies

- Safeguarding Code of Conduct
- Safeguarding Policy
- Allegations Against Staff Policy
- Complaints Policy
- Investigations, Grievance and Disciplinary Policy

Policy adopted on

Review date

Signature