

Whistle-blowing Policy

Whilst it is expected that there should always be a professional approach and that everyone should hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening. It is vital that all team members talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

Disclosure of information Where a member of staff becomes aware of information that they reasonably believe tends to show one or more of the following, they **MUST** use the nursery's disclosure procedure set out below:

- ☐ That a criminal offence has been committed or is being committed or is likely to be committed
- ☐ That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
- ☐ That a miscarriage of justice that has occurred, is occurring, or is likely to occur ☐ That the health or safety of any individual has been, is being, or is likely to be, endangered
- ☐ That the environment, has been, is being, or is likely to be, damaged
- ☐ That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure procedure

- ☐ Where it is believed that one or more of the above circumstances listed above has occurred staff should promptly disclose this with their line manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to the line manager (i.e. because it relates to line manager) the member of staff should speak to a member of the management team or nursery owner.
- ☐ Staff will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, staff should speak in confidence to the Nursery Manager/ Nursery Owners.
- ☐ Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner
- ☐ Any staff member who is involved in victimising staff that make a disclosure, takes any action to deter staff from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal.

☐ Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal

☐ Any line manager who inappropriately deals with a whistle-blowing issue (e.g. failing to react appropriately by not acting in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.