

Stepping Stones Childcare

Whistleblowing Policy

Whilst we expect all our colleagues, both internal and external to be professional at all times and 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 dealt with as soon as they arise.

Disclosure of information

If, in the course of your employment you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery's disclosure procedure:

- 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 (eg EYFS, National Minimum Standards, National Care Standards)
- That a miscarriage of justice that has occurred, is occurring or is likely to occur.
- That the health and safety of any individual has been 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

- If this information relates to Child Protection/safeguarding then the Nursery's Child Safeguarding Policy should be followed.
- Where you reasonably believe one or more of the circumstances listed above has occurred you should promptly disclose to your Manager, so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your Manager (because it relates to your manager) you should speak to **Susan Perkins** or if you feel you cannot then contact either **Ofsted** 0300 123 1231

MASH Team 0208 496 2310 (0208 496 3000 out of hours)

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of disclosure procedure, employees should speak in confidence to the Nursery Manager/owner.

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 employee who is involved in victimising employees who make a disclosure or takes any action to deter employees 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 any serious matters can also be investigated and potentially lead to disciplinary action which could result in dismissal.

Any Management employee who inappropriately deals with a whistleblowing issue (eg failing to take action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

Internal use only

This policy was adopted on	23.10.12
Signed on behalf of the nursery	<i>Susan Perkins</i>
Disseminated to staff	24.10.12
Policy revised on	24.01.15
Signed on behalf of the nursery	<i>Susan Perkins</i>
This policy was revised on	02.04.16
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This policy was reviewed on 12/02/2020	<i>Susan Perkins</i>	To be reviewed on 12/02/2021
This Policy was reviewed on 28/03/2021	<i>Susan Perkins</i>	To be reviewed on 27/03/2022
08/02/2022	<i>Susan Perkins</i>	Review date 08/02/2023

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