



Whistle Blowing Policy

'Whistle-blowing' means raising or reporting concerns relating to the welfare or safety of children and young people. Everyone who comes into contact with children and families in their everyday work has a duty to safeguard and promote the welfare of children.

All employees and students on placement or volunteers have a responsibility to report abuse and malpractice to the relevant authorities when it is suspected or if they have concerns regarding the way in which children are being cared for, no matter whom they will be reporting. They should be watchful for any illegal, inappropriate or unethical conduct and should report anything of that nature that they become aware of if there is a failure to meet Ofsted's standards of registration or safeguarding and welfare requirements of the EYFS.

The purpose of this policy is to ensure that any other persons we may work with feel confident and are encouraged to reveal any concerns that they may have about the conduct and behaviour of each other. It is essential that your child is cared for correctly and that you are confident in our abilities.

This policy should be used for dealing with major concerns over the conduct of members of our staff that are outside the scope of our other policies.

If a staff member, student or volunteer has any concerns regarding the way children are being cared for, concerns regarding the practice of any staff member, student or volunteer then they must report them.

All concerns raised will be taken seriously:

1. Any concerns should be reported to me, as setting manager. If the allegation concerns me then the member of staff should raise the concern with the Local Area Safeguarding Officer (LADO) (for safeguarding related concerns)
- 2.
3. Concerns should be raised both verbally and in writing, in both instances the member of staff will be required to state:

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



- The background to the concern
 - The reason for the concern
 - The extent to which they have personally witnessed or experienced the problem
3. I will decide whether the concern falls within the scope of other policies or procedures. If so, the concern will be acted upon by the principles within those policies or procedures
 4. **If the concern is not related to safeguarding**, I will consider the information that has been disclosed and decide whether or not to investigate:
 - a) If a decision is made not to investigate the concern the reasons for this will be fully explained to the person making the allegation
 - b) I will make a decision as to who will conduct the investigation. Some investigations may involve external agencies such as the Local Authority. If an investigation is to take place I will inform the person who raised the concern and they may be asked to give further information
 - c) I will inform the person about whom the concern was made, giving them the details of the concern but not informing them of who made the concern, the person will be given the opportunity to respond to the concern
 - d) I and/or external agencies will decide after the investigation if there is a need for further external involvement from organisations such as the police and the action, if any, which is to be taken against the person whom the concern was raised about
 5. **If the concern is related to safeguarding**, I will follow my 'Allegations of Abuse Policy', reporting it to the LADO and following all recommendations and advice from the LADO.
 6. I will keep accurate records of every concern raised and of the outcome.

If the person with the concern feels unable to discuss the matter with me, or if they don't feel I have dealt with the concern sufficiently, then they should refer the matter to the LADO and/or relevant outside agency directly.

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436



The NSPCC whistleblowing helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures with me or have concerns about the way I have dealt with a concern. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

Should any parents/carers have any concerns, they should see my Complaints Policy.

Signed: _____

Date: _____

Review Date: _____

Shaw Village Pre School

Holy Trinity Church, Shaw Village Centre, Ramleaze Drive, Shaw, Swindon, SN5 5PY

Telephone Number: 07488297871 Email: : shawvillagepreschool@googlemail.com

Ofsted Registration Number: 2574436