



WHISTLE BLOWING PROCEDURE

We at Playtime day nursery understand that whistle – blowing is an important aspect of safeguarding, where staff, volunteers and students are encouraged to share genuine concerns about a colleague’s behaviour. The whistle blowing procedure aims to protect staff and children by following the procedure you are acting to:

- Prevent a problem getting worse.
- Safeguard children in our care and reduce potential risk to others.

The earlier you raise a concern the easier and sooner it is for Playtime to take action.

We at playtime day nursery support measures that protect whistle-blowers from any form of victimisation. We have a procedure to ensure concerns are dealt with effectively and efficiently and will do all that we can to preserve the confidentiality of the person/s who has raised a concern.

If a member of staff, volunteer or student has a concern the procedure below should be followed:

- Raise concern with the Manager/deputy (This is dependent upon the seriousness and sensitivity of the concern and who is suspected of the wrongdoing).
- Alternatively raise concerns with the early year’s team, SPA or Ofsted.
- Concerns can be verbal or written.
- Write your concerns down clearly and include the background, history, names, dates and places and reason for the disclosure. When raising a concern the whistle - blower needs to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.
- The Manager/deputy/early years team/SPA will respond to the concern, by carrying out an initial enquiring to decide if an investigation should take place
- Concerns may be resolved by agreed actions without the need for investigation.



- If urgent action is required this will be taken before any investigation is carried out.
- Playtime day nursery will explain to the whistle – blower how the concerns will be dealt with within 10 working days of the concern. All concerns will be treated with confidence and every effort will be made not to reveal a staff members, volunteers or students identity. However while making all reasonable efforts to maintain the confidentiality of the concern, at a certain stage in the investigation it will be necessary to make the origins of the concern known to the person or persons the allegations is against.

All concerns raised within the remit of the above procedure will be assessed to determine if the confidentiality extends to withholding the name of the complainant. There shall be a substantial reason for doing so, such as a real risk of personal harm.

The complainant should be aware however, that their identity may be revealed by inference.

We at playtime day nursery accept that deciding to report a concern can be very difficult and uncomfortable. If a member of staff, volunteer or student makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff, volunteer or student makes an allegation frivolously, maliciously or for personal gain, disciplinary actions may be taken against them.

Ofsted Whistle – Blowing Hotline:

Telephone: [0300 123 3155](tel:03001233155),

Email: whistleblowing@ofsted.gov.uk

Post: Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

NSPCC whistle blowing helpline

Call [0800 028 0285](tel:08000280285)

Email help@nspcc.org.uk

A charity called “public concern at work” gives free and confidential advice and can help you to decide whether to raise a concern or not. You can call them on [020 7404 6609](tel:02074046609) or e-mail advice line [whistle @pcaw.org.uk](mailto:whistle@pcaw.org.uk)