



Whistle Blowing Policy and Procedure

Beehive and Honeycomb Nursery is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with serious concerns about any aspect of the settings, operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals. This Whistle Blowing Policy is intended to encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or blowing the whistle outside.

- Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work.
- Staff are responsible for safety and wellbeing of all children attending the setting and this is priority over loyalty towards colleagues.

General principles:

The policy is intended to;

- Encourage and enable individuals to raise genuine and legitimate concerns.
- Support staff to take an active role in the elimination of poor practice that may affect the safety and wellbeing of any child within the setting.
- Ensure concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

In addition to the whistle blowing policy, the setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to complement these, and to cover concerns that fall outside the scope of other procedures.

The Managers will investigate, promptly and thoroughly, all concerns raised in accordance with this policy, and will take appropriate action.

Confidentiality

The Managers will do their best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint.

- If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary.
- Having raised the concerns the Manager will expect the complainant not to talk about it to any other person, inside or outside the setting.

Anonymous complaints

Concerns expressed anonymously, are much less powerful and harder to investigate, however they may be considered.

Untrue allegations

- If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. If, however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

Concerns should be raised with the Managers Tracy Buhain and Barbara Slone.

Concerns are best raised in writing.

- You are invited to set out the background and history of the concern giving names, dates and places where possible, and the reason why you are particularly concerned.
- The earlier you express your concerns the easier it is to take action.
- If you do not wish to put the allegations in writing, the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm accuracy of the notes taken.
- Although you will not be expected to prove the truth about your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

You should NOT:

- Investigate the matter yourself.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the designated persons Tracy Buhain and Barbara Slone.

Within a week of the receipt of your concern, you will receive a written acknowledgment of your concern, with a copy of your statement where appropriate.

- The Managers will investigate your concern and within 2 weeks you will be informed of what action is being taken and will be kept up to date on the progress of the investigation.
- You will also be informed of the outcome any investigation.

If you are not satisfied with the outcome of the investigation or if your concerns are regarding management, you may take your concerns by following the steps on the First Response poster situated on the entrance display board. Alternatively see next page for contact and telephone numbers.

This Policy was adopted at a meeting of Beehive and Honeycomb Nursery 17th June 2013

Signed *Tracy Buhain* (Tracy Buhain) Director

Barbara Slone (Barbara Slone) Director

Telephone Contact List.

All allegations against staff must be reported to Ofsted and to the Designated Officer detailed below:

Local Authority Designated Officer
(LADO)

Children & Young People – SIAT & SIET
New County Offices
Walton Street, Aylesbury
Bucks, HP20 1YU
Tel: 01296 382070

Early Years Designated Senior Manager for allegations against the childcare
Workforce

Jane Nicholls

Tel: 01296 383179

EYC Commissioning Manager - Sufficiency

E-Mail: jnicholls@buckscc.gov.uk

Deputy Designated Senior Manager

Alison Terry

Tel: 01296 387147

Senior Childcare Adviser

E-Mail: aterry@buckscc.gov.uk

The Early Years designated manager can provide advice and support in the event of an allegation or query/concern.

Buckinghamshire County Council

With effect from 1st August 2012 First Response is a single point of contact for Buckinghamshire's Children's Social Care. The service replaces existing contact for referrals, CWD Duty and SIET

Phone: 0845 4600 001 (local rate call 01296 3839620)

E mail: cypfirstresponse@buckscc.gov.uk

secure-cypfirstresponse@buckscc.gcsx.gov.uk

For serious emergencies in the evening, weekends or public holidays, you can call the Emergency Duty Team for advice on 01494 675802 or fax 01494 672783

If you think someone is being hurt, please call Careline on free phone 0800 137915.

Buckinghamshire Safeguarding Children Board website: www.bucks-lscb.org.uk
(includes guidance on managing allegations and safe recruitment practices).

DBS referrals helpline

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Telephone: 01325 953795

NSPCC 0808 800 5000

NCMA Helpline 0845 880 0044

BFIS 0845 688 4944

Ofsted 0300 123 1231

Child Protection and Sexual Crime Unit (Police) 01628 816935