

Whistle Blowing Policy

At Daisy and Rainbow Childcare we believe that everyone who uses either of our settings has a right to be able to use it in safety and without experiencing discrimination, bullying or harassment. Our practices and behaviour are open to scrutiny.

Definitions

Whistle Blowing

- Bringing an activity to a sharp conclusion as if by the blast of a whistle
- Raising concerns about misconduct within an organisation

Bullying

- The unwanted behaviour, one to another, which is based upon the unwarranted use of authority or power. In all cases it will be for the recipient to define the behaviour that is unacceptable to them

Harassment

- Any conduct based on age, sex, sexual orientation, gender reassignment, disability, physical appearance, viral status, race, colour, language, religion, political, trade union or other opinion or belief, national or social origin, association with minority groups, domestic circumstances, property, birth or other status, which is unreasonable, unreciprocated or unwanted and affects the dignity of people at work.

Examples of valid concerns that SHOULD be raised by a whistle blower

- Any instance where the setting policies have not been adhered to.
- Any child safeguarding concerns.
- Any instance whereby a member of staff feels bullied, harassed or discriminated against for whatever reason.
- Any time when it has been observed that a parent or child has been the victim of bullying or discrimination.
- Any illegal acts in the workplace or those which may be deemed to affect the person's credibility or trustworthiness at work.

We encourage all members of staff, volunteers and students to relate any concerns they have about the behaviour or actions of colleagues to their Line manager. All team members have access to supervision with the team of managers and can request a private meeting at any time.

In most instances, we would advocate an open approach of communication directly with the person concerned with a witness present. Any concerns or instances that could easily be responded to at this level should be, and the process of whistle blowing acknowledged as a serious course of action.

We do recognise that if a member of staff has a concern or complaint about the behaviour, conduct or actions of their Line Manager, it may not be possible or appropriate to raise this directly with the person concerned. In this scenario, we are keen to ensure that anyone who has concerns about their Line Manager's behaviour should be able to respond to those concerns without fear of any reprimand. There is a team of managers in place so that the person with the concern may approach whichever manager they feel most comfortable to talk with in the first instance.

The procedure to follow should a whistleblowing concern need to be raised is as follows...

1. Make an appointment to meet with the person within the organisational hierarchy most able to respond to the concerns raised i.e. one of the managers, CEO (or Chair of Trustees If the concern relates to the conduct of the CEO).

2. Wherever possible make written notation of the concerns and order any information which appertains to the concerns i.e., notate dates and times and provide details of any witnesses.
3. A personal meeting will be required to establish the facts, a written anonymous allegation will be investigated, however, without direct communication the allegation will be much harder to prove and will have to be viewed with some scepticism.
4. If the concerns being raised cannot be corroborated this is not a reason for not raising the concern – this is not the whistle blower's responsibility
5. The whistle blower's identity will be kept confidential as a priority unless the concerns relate to dismissible or illegal offences in which case the rights and safety of the whistle blower will be protected.
6. The concerns raised will be taken seriously and an investigation followed to establish the facts.
7. The whistle blower will be informed of any decision made or any actions undertaken due to their allegation.
8. If a whistle blower suffers any recrimination due to their actions, the perpetrator will be liable to a full disciplinary for which a decision of gross misconduct may be made.
9. Malicious whistle blowing with the intent of deliberately making a false accusation will be viewed very seriously and will be considered as Gross misconduct if proven.

In the case of a safeguarding concern or allegation the procedures outlined in the safeguarding policy should be followed ensuring that the LADO is contacted to carry out the investigation. Valid concerns which may need to be raised regarding the conduct and behaviour of the CEO, should be addressed, in the first instance with the Chair of Trustees.

When a team member feels completely unable to raise an issue through the routes suggested above, or if they feel that their genuine concerns are not being addressed then the following routes are available –

- The NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.
- The National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH, can be contacted by post.
- Ofsted provides guidance on how to make complaints about a provider: [Complaints procedure - Ofsted - GOV.UK](#)
- General guidance on whistleblowing can be found via: [Whistleblowing for employees: What is a whistleblower - GOV.UK](#)

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Signed: 