



Pre School

Seedlings Pre School
St Johns Memorial Hall

Mobile: 07525 731424

seedlings-preschool@outlook.com

Whistleblowing & Making Allegations Policy

Statement of intent

It is Seedlings pre School's intent to promote and encourage good staff communication so that any questions of bad practice are dealt with before there is a need for whistle blowing. Staff should feel comfortable to raise questions about any area of concern during staff meetings or regular work times so that practices can be reviewed or modified before they can cause harm.

Aims

The responsibility for whistleblowing and raising allegations of concern about staff or management rests with any member of staff who is aware or has concerns regarding unacceptable practice, even if 'blowing the whistle' may cause ill feeling and potentially create difficult and problematic situations. Any issues concerning areas of bad practice must be dealt with in the early stages, with the aim to prevent the need for escalation. Staff who ignore early signs/warnings may find themselves implicated in the bad practice. It is our aim to rectify and resolve any problems within the pre school before they escalate.

An employee or volunteer who, acting in good faith, wishes to raise such a concern, should normally report the matter to the pre school manager who will advise the employee or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with the pre school manager he/she should contact OFSTED's whistle blowing hotline on 0300 123 3155 (lines open Mon-Fri 8am-6pm), by email at whistleblowing@ofsted.gov.uk or by post at WBHL, Ofsted, Royal Exchange Building's, St Anne's Square, Manchester, M2 7LA for advice on which steps to follow.

It would not be intended to use this policy where other appropriate procedures are available, for example:

- Complaints Procedure
- Safeguarding Policy
- Grievance Procedure

Process to follow

Should a member of staff raise an allegation against the setting or another member of staff then we will implement the following procedures:

- Record the concern/allegation
- Analyse the allegation
- If the allegation involves a child or concerns that could potentially put the children in the setting at risk of harm then the LADO and Ofsted will be contacted immediately to inform them of the situation and guidance may be taken from them as to the most appropriate actions to take. If they do not advise us to act differently to our usual procedures then we will continue as stated below.
- Take any necessary immediate steps to ensure the safety of the setting environment – this may



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include suspending staff during the investigation, putting in place safeguarding measures for instance not allowing staff to be unsupervised in the setting etc.

- Gather data/evidence – this may be in the form of witness statements, character statements, checking records etc.
- Analyse the data & evidence
- Summarise and evaluate the data & evidence
- Confirm the summary and evaluation with the LADO if necessary and inform Ofsted.
- Notify any relevant staff of the outcome
- Take any actions deemed necessary following the investigation – this may include disciplinary action, dismissal, reporting to relevant authorities ie. DBS service, arranging specific staff training, reviewing practice and policies.

Please note: where it is deemed appropriate parents may be notified of the situation and they may be asked to provide witness or character statements to support the investigation. The parents will be notified of the outcome.

Policy Reviewed: April 2017
Written by: Jennifer Bruton – Pre School Owner