



General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.

WHISTLE BLOWING

Rationale

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the designated person i.e. the Manager, Mrs Deborah Gibson, (and/or Mrs Kirsty Clements (Director) should the concern be about either the manager or deputy manager).

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that you would be disloyal to colleagues or you may fear harassment or victimisation.

These feelings, however natural, must never result in a child continuing to be unnecessarily at risk.

Remember it is often the most vulnerable children who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong – Think what if I'm right

Reasons for whistle blowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour

- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spiral
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise concern

- Complete a Cause for Concern form. These are located in the staff kitchen on the notice board and place sealed envelope for the attention of the Manager or the Board of Directors.
- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier
- The concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.

- Bring matters of concern to the attention of Mrs Deborah Gibson or Mrs Kirsty Clements (Director) if the concern itself is about the manager/deputy manager.
- If your concern is about your immediate manager, or you feel you need to take it to someone out of the Pre-School, contact the local authority's social service department.
- Make sure you get a satisfactory response – don't let matters rest.
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places where you can.
- A member of staff is not expected to prove the truth of allegation but will need to demonstrate sufficient grounds for the concerns.

Any staff member or volunteer who is the subject of allegations will be suspended from duty immediately (on full pay). Suspension is not a presumption of guilt. Suspension from duty allows time and space for a full investigation to take place. Suspended staff members will receive appropriate support and will be kept informed of the processes. An interview with the staff member would normally form part of the investigation process.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. All staff involved in reporting suspicions of abuse will be supported appropriately.

Advice and support is available from your manager, directors and Local Authority.

Making a Referral – Police or Social Services?

The designated person/s should consider the following definitions:

- A) Allegation is of potential abuse. **Action** refer to **Social Services**.
- B) Serious incident or crime has occurred on site. **Action** call the **Police**.

A) Allegations/Information

On receiving information the designated person will co-ordinate the documenting of information/evidence and will in most cases make a referral to social services. In some cases the designated person will decide that the information received does not constitute a referral to Social services. In these instances the reasons for not making a referral will be explained to a staff member. All information received whether referred or not is kept securely in case of future relevance.

Referrals are made by telephone to the First Response Team – 0300 300 0901.

B) Serious Incident/Scene of Crime

If a serious incident or assault takes place or is alleged to have occurred on site or within the pre-school premises, the designated person would contact the police and appropriate emergency services. The area in which the incident or alleged incident took place should be treated as a scene of crime. Access to the area should be prevented to avoid the contamination or removal of potential evidence.

Recording system

Blackberry Lane Pre-School has a secure confidential recording system; the system is designed to ensure that there is no ambiguity in relation to where responsibility for each referral lays. Dates and times of referrals are recorded as well as the name of the social worker or person who has received information.

OFSTED

Any allegations of serious harm against or abuse of, a child by any person looking after children at an OFSTED registered setting must be reported to OFSTED. In all cases reporting locally to the local authority social services department and or the police should take priority. OFSTED should then be informed at the earliest opportunity.

Tel: 0300 123 1231

This policy was adopted by	Blackberry Lane Pre-School	<i>(name of provider)</i>						
On	21 July 2017	<i>(date)</i>						
Date to be reviewed	July 2018	<i>(date)</i>						
Signed on behalf of the provider	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td>Mrs Kirsty Clements</td> <td>Mrs Debbie Gibson</td> </tr> <tr> <td>Company Secretary</td> <td>Manager</td> </tr> </table>				Mrs Kirsty Clements	Mrs Debbie Gibson	Company Secretary	Manager
Mrs Kirsty Clements	Mrs Debbie Gibson							
Company Secretary	Manager							
Name of signatory								
Role of signatory (e.g. chair, director or owner)								
On	<i>(date)</i>							