

## Whistleblowing Policy

At the Life Nursery we believe everyone has the right to raise concerns about misconduct or malpractice in the nursery and that it is reported and effectively dealt with. We encourage all individuals to raise any concerns that they may have about the conduct of others in the Life Nursery or how the nursery is run.

Whistleblowing relates to all those who work with, or within, The Life Nursery, who may need to raise in confidence any issues relating to the nursery.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If an individual has a concern about malpractice within The Life Nursery, then the Whistleblowing procedure **MUST** be followed.

Aims of this Policy:

- The Manager will take on board any concerns within the nursery
- To ensure all staff are confident and aware about the Whistleblowing procedure
- To respond to any concerns fairly and appropriately

Procedures

- During regular staff meetings, reassurance is given to staff that concerns can be raised safely and that open discussions are welcomed.
- All new staff are made aware of this policy through the staff induction.
- If a member of staff becomes concerned about practice or procedures at the nursery they should follow the steps below.
- If a member of staff however, does not feel confident in discussing a concern directly with the Manager the following four steps should be followed.

### Step 1

Report any concerns with the Nursery Manager (Designated Safeguarding Lead), Deputy manager (Deputy Safeguarding Lead) and if this is not possible, then report your concerns to the Board of Directors.

### Step 2

If the member of staff feels that the concern has not been addressed or considered by the Manager, Deputy Manager or Board of Directors, the staff member **MUST** report their concern to the 'Working Together to Safeguard Children – The Bradford Partnership', designated officer (LADO) and Ofsted.

### Being Aware

- All individuals should be aware of the importance of preventing and eliminating wrongdoing within the nursery. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of.
- All individuals should be mindful and report any malpractice which could include:-
  - Abuse of a child or vulnerable person

- A child, parent, member of staff or volunteer being put at risk of harm
  - Unsafe working practices
  - A failure to comply with statutory or legal obligations
  - A criminal offence which has or is about to be committed
  - The unsafe use of equipment
  - A falsification of financial records
  - Bribery and/or corruption which has taken place or is about to take place
  - Covering up misconduct or malpractice
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially and the outcome of the investigation will be reported back to you.
  - You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a concern.
  - Victimisation of an individual for raising a qualifying disclosure (something that is in the public interest to disclose) will be a disciplinary offence.
  - If misconduct is discovered as a result of an investigation in this procedure, The Life Nursery disciplinary procedure will be used in addition to any appropriate external measures.
  - If you make a malicious or false allegation, this will be considered to be a disciplinary offence and disciplinary action will be taken against you.
  - An instruction to cover up misconduct in itself is a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority, such as a Manager, you should not agree to remain silent. In this event you should report the matter to the Board of Directors immediately.

## **NSPCC**

For members of staff that feel that they cannot report their concern to the 'LADO - The Bradford Partnership', they can report their concerns to the NSPCC Whistleblowing Advice line. The advice line offers free advice and support to professionals with concerns about child protection issues which are being handled in their own or another organisation.

If you think The Life Nursery is putting children at risk, even if you're not certain, call them to talk through your concerns. A chat with your partner or friend about the concerns won't change anything but a chat with the NSPCC can help a child's life.

### **Helplines:**

Call: 0800 028 0285 or Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Call: 0300 123 1231: OFSTED

Call: 01274 435600 or Email: [LADO@bradford.gov.uk](mailto:LADO@bradford.gov.uk)

### **Legislation:**

Working Together to Safeguard Children (2023)

NSPCC

Keeping Children Safe in Education (2023)