

## Safeguarding - Child Protection - Public Interest Disclosure (Whistleblowing)

### Policy statement

This procedure aims to encourage an open culture at Kamelia Kids nursery to communicate honestly and effectively with volunteers, employees, board of trustee members and all other people who are involved in the setting.

This policy aims to provide guidance to all those who work with or within the organisation, who may need to raise with someone, in confidence an issue concerning the organisation e.g. malpractice or suspicion of abuse.

*NB This policy is separate from the grievance policy. Employees making complaints about their personal circumstances should use the normal grievance procedure.*

### Procedures

**This policy will apply in all cases where a volunteer, employee or board of trustee member genuinely believes that one of the following may be occurring within the organisation:**

- that a criminal offence has been committed, is being committed or is likely to be committed;
- that a person has failed, is failing or is likely to fail to comply with any legal obligation;
- that a miscarriage of justice has occurred, is occurring or is likely to occur;
- that the health and safety of an individual has been, is being or is likely to be endangered;
- that the working environment has been, is being or is likely to be damaged; or
- that information concerning any of the above matters has been, is being or is likely to be concealed.

### How to raise a concern

#### Stage 1

Employees wishing to raise concerns should do so with their supervisor or manager

#### Stage 2

Employees who are unable to raise the issue with their supervisor or manager should raise the issue with the chair or vice chair of the board of trustees:

***Chair: Kay Haffenden***

### Stage 3

If an employee has raised a concern and after investigation is still concerned, or the matter is so serious that the employee cannot discuss it with one or more of the two people named above, the employee may contact one of the people/organisations below:

**Multi Agency Safeguarding Hub (MASH)**

**Tel: 0330 222 3339 or 01403 229900**

**Email: [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk)**

**These numbers are to be used to contact the Local Authority Designated Officer (LADO)**

**OFSTED Tel: 0300 123 1231**

### How a manager will respond

After a concern has been raised the nursery management will decide how to respond in a reasonable and appropriate manner. This may involve making internal enquiries or an investigation. The manager will follow advice from the LADO. Each case will be treated independently.

### Manager's responsibilities

Manager's notified of concerns under this policy will normally:

- Ensure that concerns raised are taken seriously;
- Treat matters in confidence, within the parameters of the case;
- Where appropriate, investigate and make an assessment;
- Keep the employee advised of progress without breaching confidentiality;
- Have a responsibility to ensure that necessary action is taken;
- Ensure that details of these concerns is recorded in writing objectively and shared with the chair of Board of Trustees as necessary;

### Employees' responsibilities

- Employees may be required to attend a disciplinary or investigative hearing.
- Employees are expected to raise issues internally wherever possible before raising these externally.
- Employees must be aware that if any disclosure is made in bad faith, concerns information that an employee does not genuinely believe is true, or is disclosed for personal gain, then such a disclosure will constitute a disciplinary offence, which may constitute gross misconduct, for which they may be dismissed.

Date Reviewed	Next review date
May 16	May 17
April 17	April 18
June 2018	June 2019
March 2019	March 2020