

Petworth Primary Nursery

Whistleblowing Policy



Reviewed:	October 2026
Next Review:	October 2027
Person Responsible:	Amy Eddy & John Galvin

Inspire, nurture and challenge with JOY at the heart in all we do.

POLICY STATEMENT

- The nursery is committed to maintaining the highest possible standards of openness, reflective practice and accountability.
- In line with this commitment, we expect employees, and others that we deal with, who have concerns about any aspect of the Nursery's or employees work to come forward and voice those concerns. We expect our staff to act in a professional manner at all times.

WHISTLEBLOWING

- Whistleblowing encourages and enables employees to raise concerns about practise and other staff members within the Nursery rather than overlooking a problem or 'blowing the whistle' outside.
- Employees are often the first to realise that there is something wrong with another colleague or aspect of the setting. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the Nursery.
- Staff may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.
- Staff are not expected to investigate concerns themselves or provide proof. Concerns should be raised where there is a reasonable belief that wrongdoing or unsafe practice may have occurred.

THIS POLICY

- This policy is intended to encourage Nursery employees (paid and volunteers), students and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events, behaviours or practices **without retribution**. It is recognised that most cases will have to proceed on a confidential basis.
- The Nursery encourages staff to raise concerns internally wherever possible. However, where staff believe concerns are not being appropriately addressed, or where it would be inappropriate to report internally, they may report concerns to an appropriate external body such as Ofsted, the Local Authority Designated Officer (LADO), the Local Authority Children's Services, the Police or the NSPCC Whistleblowing Advice Line.

WHISTLEBLOWING PROCEDURE

- At the earliest opportunity the Whistleblower should promptly report the suspected or actual event to a Designated Safeguarding Lead or in their absence the most senior member of staff, or a member of the Trustees.
- In the event of a concern being raised against the Manager concerns are to be raised with another DSL or a member of the SLT who **will** refer to the LADO (Local Authority Designated Officer). Such concerns should always be logged with Ofsted.
 - A referral should be made online to the LADO on the Gov. website.
- If an employee would like to refer someone anonymously they can go straight to LADO or the NSPCC.

EXAMPLES OF SITUATIONS

- The whistle-blowing policy is intended to cover major concerns that fall outside the scope of other procedures including:
 - Conduct which is an offence or a breach of law, or likely to be committed, including damage to the environment
 - A person who has failed, or likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS Statutory Framework)

- Health and safety risks, including risks to the public as well as other employees
- Emotional, sexual or physical abuse of children
- Any other unethical conduct, including being off sick and being seen by another staff member carrying activities that you would not be carrying out if you were off sick.

ANY INFORMATION

- Tending to show any of the above is being or is likely to be deliberately concealed.
- If the information relates to child protection or safeguarding, then the Nursery's Safeguarding Children Policy procedure should be followed.
- The Whistle blower shall receive no retaliation or retribution for the report that was provided in good faith – that was not done primarily with malice to damage another or the Nursery's reputation.
- A Whistleblower who makes a report that is not done in good faith is subject to discipline.
- Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline (See 7.8 Disciplinary Policy).

Designated Safeguarding Lead

- The DSL or Manager who receives the report must promptly act to investigate and/or resolve the issue.
- The outcome of the investigation is not likely to be shared with the person who has raised the concern. However, if the whistleblower still has a concern then he/she has the right to report to Ofsted on 0300 123 1231.
- The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by Ofsted or the Police.

If you feel unable to raise an issue with the DSL or feel that your concerns are not being addressed:

If you feel that your concerns are not being addressed or you are unable to raise an issue with your manager/DSL then other channels are available to you. These include:

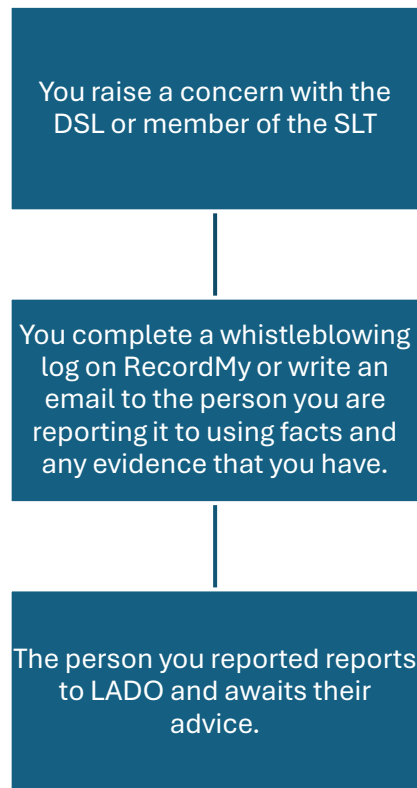
- NSPCC whistleblowing advice line. You can call 0800 0280285 – 08:00- 20:00 Monday to Friday and 9.00 – 18:00 at weekends. The email address is help@nspcc.org.uk. Alternatively you can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London, EC2A 3NH
- Ofsted provides guidance on how to make complaints about a childcare provider: <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>
- General guidance on whistleblowing can be found via: <https://www.gov.uk/whistleblowing>

If you need to contact LADO

1. Use this website for information: <https://www.westsussexscp.org.uk/professionals/professional-disagreements-and-concerns/ladoinformation>
2. Complete the referral to LADO form
3. Follow LADO advice
4. If needing to suspend the employee you must tell their line manager to do this or the most senior member of staff that you can contact.

5. Report back to LADO for further information and write everything down on an incident form
6. Notify Ofsted if required

What will happen when you raise a concern



What will happen if there is a concern about you.

1. A Manager or a member of the SLT member may suspend you.
 - a. While this is being investigated you will receive full pay
 - b. There will be communication with you throughout this time.
2. You will be invited to an investigation meeting
 - a. After the investigation you may then be invited in and the disciplinary policy will be followed.
 - b. If the disciplinary policy is not needed to be followed you will have no action taken or an improvement plan may be implemented.