

Whistleblowing Procedure

Where at all possible concerns should normally be raised with the manager, this is dependent upon, the seriousness and sensitivity of the issue involved and who is suspected of any wrongdoing.

Staff can raise concerns with any individual within the management team of the setting. If the concerns is about any of the management team then they need to contact Ofsted using the contact numbers at the bottom of this document. If the concern is regarding a member of staff and safeguarding, you need to report this to your DSL who will contact LADO (Local Authority Designated Officer).

If concern is about the DSL, you must notify LADO immediately.

Concerns should preferably be expressed in writing stating the history of the concerns they wish to be investigated: the more detail that are provided will allow the investigation to be completed in more detail and as promptly as reasonably possible. Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is to occur.

Procedure / Investigation

The action taken will depend on the nature of the concern. The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within five working days. The response should include details of how the matter was investigated, and whom to contact should the individual raising the complaint be unhappy with the response and wish to raise the matter. If the investigation cannot be completed within the timescale above, the individual raising the complaint should receive a response that indicates:

- Progress to date
- How the matter is being dealt with
- How long it will take to provide a final response.

In order to protect individuals, initial enquiries (usually involving a meeting with the individual raising the concern), will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that raise issues that fall within the scope of other policies / procedures, will be addressed under those procedures. Some concerns may be resolved at this initial stage simply, by agreed action or an explanation regarding the concerns, without the need for further investigation.

If you do not feel that the complaint has been dealt with effectively or you still have concerns, you have the right to refer your concern to Ofsted – see number below.

Confidentiality

At Braunston Preschool CIO we will do our best to protect your identity when you raise a concern. However, it must be appreciated that, in the interests of adhering to our safeguarding policies, the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

Anonymous Allegations

You are strongly encouraged to put your name to any allegation you are raising concerns expressed anonymously are much less powerful. Anonymous allegations will be considered, and any action taken at the discretion of Braunston Preschool CIO and in conjunction with the relevant agencies where appropriate. Keeping in line with this discretion, the following factors will be taken into account when considering how to deal with any allegations:

- The seriousness of the issue raised.
- The credibility of the allegation
- The likelihood of confirming the allegation from attributable sources

Untrue Allegations

At Braunston Preschool CIO we accept that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

How the matter can be taken further

If the complaint has not been dealt with in a manner which is satisfactory to yourself, parent/carer or other's involved, then they can contact Ofsted directly at the following address.

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

E-mail: enquires@ofsted.gov.uk

Telephone: General helpline – 0300 123 1231

Further information regarding whistleblowing can be found on the NSPCC whistleblowing website, their contact number is 0800 028 0285 and e-mail is help@nspcc.org.uk