

Whistleblowing Policy

Whistleblowing occurs when a worker raises a concern about suspected wrongdoing, unsafe practice, malpractice, or a risk that affects others or the wider public interest. It is the process of reporting concerns where the individual believes that something improper, illegal, unethical, or harmful may be taking place.

Whistleblowing is different from raising a personal grievance or complaint relating to an individual's own employment, working conditions, or treatment. These concerns should be raised through the appropriate procedures outlined in the **Staff Grievance Policy**.

Kids2Day Pre-School is committed to maintaining the highest standards of openness, honesty, integrity, accountability, and safeguarding. We encourage all staff to raise concerns at the earliest opportunity and provide assurance that anyone who raises a genuine concern in good faith will be supported and protected from any form of unfair treatment, victimisation, or retaliation.

This policy applies to all employees, apprentices, students, volunteers, agency workers, and anyone working within the setting.

A whistleblowing concern may relate to, but is not limited to:

- Safeguarding concerns or practices that may place children at risk
- Financial malpractice, fraud, theft, or misuse of resources
- Failure to comply with legal or regulatory obligations
- Health and safety risks or environmental concerns
- Criminal activity
- Breaches of policies, procedures, or professional standards
- Unsafe working practices
- Improper, unethical, or discriminatory behaviour
- Attempts to conceal wrongdoing

This policy is not intended to challenge legitimate business decisions made by the setting. It exists to enable concerns about wrongdoing, unsafe practice, or failures in professional standards that may affect children, staff, the setting, or the wider community to be raised and addressed appropriately.

Any concerns relating to child protection will also be managed in accordance with the **Safeguarding Children Policy**.

Concerns relating specifically to an individual's employment, such as workplace disputes, pay, working arrangements, or personal treatment, should be raised through the **Staff Grievance Policy**.

Raising a Concern

Staff are encouraged to raise concerns as soon as they become aware of them. Concerns should normally be raised in writing, providing as much detail as possible, including:

- The background and nature of the concern
- Dates, times, and locations where relevant
- Names of individuals involved or witnesses, where known
- Any supporting evidence available
- The reason why the staff member believes there may be wrongdoing or unsafe practice

Concerns should be raised initially with:

Pre-School Manager

If the concern relates to the manager, or the staff member feels unable to raise the concern with them, it should be reported to:

Company Director – Gareth Tucker

If the person receiving the concern is unable or unwilling to act, the concern may be raised externally with the appropriate organisation.

This may include:

- **Ofsted** – where concerns relate to the safe and effective running of the setting
- **Local Authority Designated Officer (LADO)** or relevant safeguarding authorities – where concerns relate to child protection and are not already being managed through safeguarding procedures
- **Police** – where there is a concern that a criminal offence may have been committed

Staff should normally raise concerns internally first wherever possible, allowing the setting the opportunity to investigate and respond. However, this policy does not prevent staff from contacting external agencies where they believe this is necessary.

Seeking Advice

If a member of staff is unsure whether their concern falls under whistleblowing or is uncertain how to proceed, they can seek confidential advice from:

NSPCC Whistleblowing Advice Line

Website: nspcc.org.uk/whistleblowing

Telephone: 0800 028 0285

Email: help@nspcc.org.uk

Further guidance is also available through:

Protect (formerly Public Concern at Work)

Telephone: 020 3117 2520

Website: <https://protect-advice.org.uk>

All staff are provided with information about raising concerns within their staff information folders/bumbags and on the staff notice board.

Responding to a Concern

Once a concern has been raised, an initial assessment will be carried out to determine:

- Whether the concern falls under this policy
- Whether further investigation is required
- Which person is most appropriate to manage the investigation
- Whether other policies or external agencies need to be involved

The person raising the concern may be invited to attend a confidential meeting to discuss the matter further.

Where an investigation is required, it will be carried out fairly, objectively, and as thoroughly as possible. The person responsible for investigating the concern will ensure that appropriate records are maintained.

Where possible, a written response will be provided within **10 working days** of the initial concern being raised. If this timescale cannot be met, the individual will be informed of the reason for the delay and provided with an expected timescale for completion.

The response will include, where appropriate:

- Confirmation that the concern has been investigated
- An explanation of the investigation process
- The conclusions reached
- Any action taken as a result
- Information about who to contact if the individual remains dissatisfied

Due to confidentiality requirements, it may not always be possible to provide full details of actions taken.

Confidentiality

All whistleblowing concerns will be treated sensitively and confidentially.

Every effort will be made to protect the identity of the person raising the concern. However, in some circumstances, it may be necessary for their identity to be disclosed, for example if the matter progresses to a formal investigation, legal proceedings, or if they are required to act as a witness.

Information will only be shared with individuals who need to know in order to investigate and manage the concern appropriately.

Rights and responsibilities of the whistle-blower

All concerns will be treated in confidence and the setting will make every effort not to reveal the identity of anyone raising a concern in good faith. At the appropriate time, however, the member of staff may need to come forward as a witness.

If a member of staff raises a concern in good faith which is then not confirmed by the investigation, no action will be taken against that person.

If the investigation concludes that the member of staff maliciously fabricated the allegations, disciplinary action may be taken against that person.

Protection for Whistle-blowers

Kids2Day Pre-School recognises that staff may feel anxious about raising concerns. The setting is committed to ensuring that no member of staff suffers detrimental treatment, disadvantage, bullying, harassment, or disciplinary action because they have raised a genuine concern in good faith.

If a concern is raised and the investigation finds that wrongdoing has not occurred, no action will be taken against the person who raised the concern, provided the concern was made honestly and without malicious intent.

However, if an investigation finds that a concern was deliberately false, malicious, or fabricated, disciplinary action may be considered.

Contact information

LADO (Local Authority Designated Officer): child.protection@hants.gcsx.gov.uk, 01962 876364

LACS (Local Authority Children's Services): 0300 555 1384,
childrens.services@hants.gov.uk

Ofsted: 0300 123 1231

NSPCC - nspcc.org.uk/whistleblowing Advice Line: 0800 028 0285 Email:
help@nspcc.org.uk

Protect (*formerly Public Concern at Work*): 020 3117 2520 (website: <https://protect-advice.org.uk>)

Related policies

Staff Grievance policy, Safeguarding policy.



This policy was adopted by: Kids2Day Pre-School	Date: 07.08.2026
To be reviewed: August 2027	Signed:

*Written in accordance with the statutory framework for the Early Years Foundation Stage sept 2026:
safeguarding and welfare requirements : suitable people [3.13 - 3.19], whistleblowing [3.7-3.8] concerns about
children's safety and welfare [3.9-3.10], safeguarding policies and procedures [3.4-3.6]*