



Whistle-blowing Policy

This policy is when a member of staff passes on information concerning wrongdoings. This is called 'making a disclosure' or 'blowing the whistle'. The wrongdoing will be when someone has witnessed an incident at work. Whilst it is ordinary that there should always be a professional approach that everyone must put the safety and the welfare of every child as their priority, there may be instances where this may not be happening. You must disclose any concerns you have witnessed as soon as possible to Ofsted.

It is important that all team members talk through any concerns they may have with the childminder at the earliest opportunity to enable any problems to be put right as soon as they arise.

The Public Interest Disclosure Act 1998 protects workers who 'blow the whistle' about wrongdoing. It applies where a worker has a reasonable belief that their disclosure tends to show one or more of the following offences or breaches:

- a criminal offence
- the breach of a legal obligation
- a miscarriage of justice
- a danger to the health and safety of any individual
- damage to the environment or
- deliberate covering up of information tending to show any of the above

This means the law provides them with protection if they 'blow the whistle' on their colleague or employer.

Employees can report any concerns they have about incorrect workplace methods which they believe could put children at risk.

At Snuggle Bunnies Childcare (Nursery) any member of staff with possible concerns about possible abuse involving a colleague or senior member of staff has the opportunity for 'whistle blowing', i.e., the avoidance of the normal channels of line management communication.

All staff are informed of how to contact Ofsted's whistle-blower hotline on 0300 123 3155 (Monday – Friday 08:00 to 18:00), email whistleblowing@ofsted.gov.uk or write to WBHL, Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA.

All staff are informed of the charity called Public Concern at Work, which gives free and confidential advice and can help them decide whether and/or how to raise their concerns at work first. They can call **Public Concern at Work on 020 7404 6609**, email or visit www.pcaaw.co.uk for useful information about whistleblowing legislation.

We have put in place a confidentiality file where a member of staff can record their concerns to protect anonymity.

Disclosure of information

Where a member of staff becomes aware of information that they reasonably believe tends to show one or more of the following, they **MUST follow** the setting's Whistle-blowing procedure:

- A criminal offence has been committed or is being committed or is likely to be committed
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are the subject (duty of care)
- A mistake of law that has occurred, is occurring, or is likely to occur
- The health and safety of any individual has been, is being, or is likely to be, endangered
- The environment, has been, is being, or is likely to be, damaged
- Information tending to show any of the above, is being, or is likely to be, deliberately concealed.

Disclosure procedure

- Where it is thought that one or more of the above circumstances listed above has happened, staff should promptly make this known to the childminder, so that any suitable action can be taken. If it is unsuitable to make such a disclosure to the childminder (i.e., because it relates to

the childminder) the member of staff should contact **Ofsted's whistleblower hotline on 0300 123 3155 (Monday – Friday 08:00 to 18:00)**, email whistleblowing@ofsted.gov.uk or write to WBHL, Ofsted, Royal Exchange Buildings, St Ann's Square, Manchester, M2 7LA.

- Staff will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, staff should speak in confidence to the childminder (manager) if not relating to the childminder (manager).
- Any disclosure or concerns raised, will be treated seriously, will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner following the procedure.
- Any staff member who is involved in victimising staff that makes a disclosure, takes any action to deter staff from disclosing information or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in a dismissal and or removal from the setting.
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action which may result in dismissal or removed from the setting.
- The childminder who inappropriately deals with a whistle-blowing issue (e.g., failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to being disqualified from registration. The childminder must not continue to provide care.
- The childminder or a childcare worker may also be disqualified because that person lives in the same household as another person who is disqualified or because they live in the same household where a disqualified person is employed.
- The childminder must notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided.

- The childminder/registered provider must give Ofsted the following information about themselves or about any person who lives in the same household as the childminder/provider or who is employed in the household. 1 details of any order, conviction, or any other ground for disqualification under regulations made under section 75 of the Childcare Act 2006, the date of the order, conviction, or the date when the other grounds for disqualification arose, the body or court which made the order, conviction, and the sentence (if any) imposed and a certified copy of the relevant order (in relation to the order or conviction).
- All information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the childminder/provider became aware of the information or ought to reasonably to have come aware of it if they had reasonable enquiries.

Last Updated/Reviewed On:	SIGNITURE
11.05.2020	C. Morgan
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