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Whistleblowing Policy

At Sunflowers Pre-School and Out of School Clubs, we aim to provide a safe, caring and stimulating environment for all children in our care. If a member of staff feels that a fellow colleague has behaved in an appropriate way, either towards a child or abuse of the staff code of conduct then the following procedure should take place: -

* Discuss your concerns with the Designated Senior Person immediately or if the concern regards them as soon as possible contact the Local Authority Designated Officer (LADO) on 0300 123 4043
* Any matter raised under this procedure will be investigated thoroughly, promptly, and confidentially. You will be kept informed of the outcome.
* You will not be victimised for making an allegation and all your employment rights remain intact.
* Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
* If any allegations are made in a malicious, vexatious, or false manner then this will be considered a disciplinary offence and action will be taken against you.

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| Policy date: 01/09/2018  Updated: 07/09/2022  Updated: 01/09/2023  Updated: 01/09/2024 | Review date: 01/09/2025 |
| Adopted by: Louisa Cowler | Role: Sunflowers Manager |

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