



# Whistleblowing policy

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):  
Safeguarding and Welfare Requirements: Whistleblowing.

## Whistleblowing

**3.7** Providers must put appropriate whistleblowing procedures in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice in the setting's safeguarding provision. This must include when and how to report concerns and the process that will be followed after staff report concerns. Providers must ensure staff are aware of the setting's whistleblowing procedures and must ensure all staff feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the senior leadership team.

**3.8** Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels open to them.

## **Whistleblowing**

If staff have concerns about a colleague, they report them to the manager, provider or DSL either at their supervision meeting or preferably as the issue occurs. If they feel unable to do so they can seek guidance using the [government guidance on whistleblowing \(opens in new window\)](#)

All information relating to concerns would be handled in confidence, kept in a locked secure location and only made available to those who have a right or professional need to see them.

## **Allegations against someone working on the premises (LADO referral)**

**A complaint is an allegation of abuse if it indicates that someone:**

- Has/may have acted in a way that has harmed a child
- Acted in a way which has put a child at risk
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children.

If a complaint (from a parent, child, staff member, member of the public, etc) includes an allegation of abuse, whether made verbally or in writing, the incident would be noted in the record of complaints (with minimal detail to ensure confidentiality) and the registered provider informed.

The registered provider/Manager or DSL will make a record of the allegation and contact LADO either through the online referral form or phone.

We will not investigate an allegation of abuse or discuss with the person involved and we will follow the advice of LADO.

The registered provider will inform Ofsted of any allegations of serious harm or abuse whether the allegations relate to harm or abuse committed on the premises or elsewhere.

- Confirmation of the allegation in writing would be sought from the person making the allegation, but action would not be delayed whilst awaiting written confirmation
- The recipient of the allegation would immediately inform the registered provider
- The registered person may delegate responsibility for action to the setting manager, but remains accountable for ensuring that the concern is shared immediately with the LADO on 01905 846221
- The manager would telephone the LADO and if this is not possible, the Family Front Door

- If the allegation is against the DSL or the manager, it will be necessary to report the concern to the person's superior. If this is not possible staff should inform the LADO directly
- If the allegation is against the registered person, the DSL should inform the LADO immediately and then notify Ofsted (or any relevant childminder agency)
- A note would be made of any actions advised by the LADO or by Ofsted and of the date and time they are implemented
- The provider would conduct a risk assessment to determine whether the staff member should be suspended
- Parents/carers would be informed unless to do so could put the child in further danger.

If no further action is recommended, we may still proceed with disciplinary procedures. If there are concerns about the suitability of the member of staff to continue to work with children, we have a statutory duty to refer to the Disclosure and Barring Service (DBS)

In all cases where an allegation against a member of staff is made, we would review all policies and procedures, and address identified training/supervision needs.

Records of allegations would be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

The registered provider completes training on managing allegations.

[Whistleblowing for employees: What is a whistleblower - GOV.UK](#)

[Complaints procedure - Ofsted - GOV.UK](#)

Policy updated by Kylie Jones and the Little Squirrels team **May 2026**.