



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

**Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number:
7984150 | *Limited by Guarantee***

Telephone Number: 01708 863 737 Whistleblowing Policy (EYFS Compliant – 2026)

The Butterfly Rooms

Policy Statement

The Butterfly Rooms is committed to safeguarding children and promoting their welfare in accordance with the **Early Years Foundation Stage (EYFS) statutory framework** and current safeguarding legislation.

We promote a culture of **openness, transparency, and accountability**, where all staff feel confident and supported in raising concerns about practice, conduct, or the safety and wellbeing of children.

This policy is underpinned by the **Public Interest Disclosure Act 1998 (PIDA)** and reflects Ofsted expectations that providers have effective procedures in place to **identify, report, and act on concerns quickly and appropriately**.

Purpose

This policy aims to:

- Encourage all staff, students, and volunteers to raise concerns at the earliest opportunity
- Ensure concerns are taken seriously, recorded, and investigated promptly

- Protect whistleblowers from victimisation, detriment, or dismissal
- Ensure concerns relating to safeguarding are referred to appropriate agencies without delay
- Promote a culture of continuous safeguarding vigilance and professional integrity

Scope

This policy applies to:

- All employees
- Agency staff
- Students and volunteers
- Contractors working on site

What is Whistleblowing?

Whistleblowing is the reporting of a concern that is in the **public interest**, particularly where there are concerns about safeguarding, unlawful activity, or unsafe practice.

This includes concerns about:

- A criminal offence (e.g. fraud, abuse)
- Failure to comply with legal or regulatory obligations (including EYFS requirements)
- A miscarriage of justice
- Danger to health and safety
- Risk of harm, abuse, or neglect of a child
- Poor safeguarding practice or culture
- Covering up or deliberately ignoring any of the above

Important:

Concerns relating only to personal employment matters (e.g. disputes, grievances, bullying) should be raised through the **Grievance Policy**, unless they also involve a safeguarding risk.

Safeguarding Responsibilities (EYFS Requirement)

In line with EYFS safeguarding and welfare requirements:

- All staff have a **duty to report concerns about children's safety or staff conduct immediately**
- Staff must not delay reporting concerns to seek further evidence
- If a child is believed to be at immediate risk of harm, **external agencies must be contacted without delay**

Whistleblowing concerns must be raised if a staff member:

- Has harmed, or may harm, a child
- Has behaved in a way that indicates they may be unsuitable to work with children
- Has failed to follow safeguarding procedures
- Has committed a criminal offence related to a child
- Has created or allowed an unsafe or non-compliant environment

Legal Protection

Under the **Public Interest Disclosure Act 1998**, individuals who raise genuine concerns are protected.

- Whistleblowers will not suffer discrimination, victimisation, or dismissal
- Protection applies even if the concern proves to be unfounded, provided it was raised in good faith
- Malicious or knowingly false allegations may result in disciplinary action

Procedure for Raising Concerns

Internal Reporting

Staff should raise concerns:

- **Immediately**
- Verbally and/or in writing
- To the **Nursery Manager** or **Company Director/Owner**

Escalation

If the concern involves senior leadership, or staff feel unable to raise concerns internally, they must contact:

- **Local Authority Designated Officer (LADO)**
- **Ofsted** (regulatory body)
- **NSPCC Whistleblowing Advice Line: 0800 028 0285**

Key Expectation

Staff must not ignore concerns or assume someone else will report them.

Recording and Investigation

All concerns will be:

- Taken seriously and treated as a priority
- Recorded accurately and securely
- Investigated promptly and fairly
- Referred to external agencies where required

Outcomes may include:

- Internal action (disciplinary procedures)
- Referral to safeguarding agencies
- Notification to Ofsted where required under EYFS

Confidentiality

- All whistleblowing concerns will be handled sensitively and confidentially
- The identity of the whistleblower will be protected wherever possible
- However, anonymity cannot be guaranteed if disclosure is required for safeguarding or legal reasons

Anonymous reports will be considered but may limit the ability to investigate fully.

Safer Culture & Ofsted Expectations

The Butterfly Rooms actively promotes a **safeguarding-first culture**, where:

- Staff feel safe to speak up without fear
- Concerns are welcomed and acted upon
- Professional curiosity is encouraged
- Safeguarding is understood as **everyone's responsibility**
- Lessons are learned from concerns to improve practice

Training and Awareness

- All staff receive whistleblowing training as part of **induction**
- This is reinforced through **regular safeguarding training and updates**
- Staff are reminded of reporting procedures during supervision and team meetings
- This policy is accessible in the **staff handbook and nursery setting**

Monitoring and Review

- This policy is reviewed **annually** or sooner if legislation or EYFS guidance changes
- It is also reviewed following any serious safeguarding concern or whistleblowing incident

This policy was adopted by

The Butterfly Rooms Ltd

On

4th June 2026

Date to be reviewed

4th June 2027

Signed on behalf of the Management

committee

A.Thompson

Name of signatory

Miss Aimee Thompson