

Whistleblowing policy and procedure

Whistleblowing is a term for staff who make a disclosure in the public interest. 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 shows one or more of the following offenses or breaches:

- A criminal offense
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- Damage to the environment
- Deliberate covering up of information tending to show any of the above

We strongly support measures that protect whistleblowers from any form of victimisation. We have a procedure to ensure concerns are dealt with effectively and efficiently and will do all that we can to preserve the anonymity of workers who raise such concerns.

If you genuinely believe that people you work with are behaving in a way that seems wrong or have a serious concern about an aspect of service, you will be doing your duty and acting in the public interest by speaking out.

The process is as follows:

1. If you are concerned about staff members or a working practice you are requested to speak to your DSL.

sharing:

- Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be, shared and seek their agreement unless it is unsafe or inappropriate to do so.
- Seek advice if you are in any doubt without disclosing the identity of the person where possible.
- Share with consent where appropriate, and where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- Base your information-sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Ensure that the information you share is necessary, proportionate, relevant, accurate, timely and secure: necessary for the purpose for which you are sharing it, shared only with those people who need to have it, accurate and up to date, shared in a timely fashion, and shared securely
- Keep a record of your decision and the reasons for it, whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Safeguarding training procedure

As soon as possible and within the first three months of employment, all practitioners must attend safeguarding training. This must include witchcraft, FGM, breast ironing, fabricated illnesses, county lines and Prevent duty.

This will give all staff members current information on child protection. All practitioners must complete safeguarding training basic awareness level 1 every two years.

The DSL and deputy DSL must attend level 3/lead child protection/safeguarding training and update this every two years.

Upon induction, all staff will be taken through the policies and procedures related to child protection and safeguarding as part of their induction. All staff will be

To ensure that all staff are clear on what information they must give at the start of their employment with regard to criminal convictions, cautions, reprimands or police warnings.

The senior member of staff will discuss the employment status of individuals during supervisions and appraisals where applicable (for example, those on work visas with time limitations).

Points to consider

In the interest of good practice, it is advisable to ask staff the question, 'Have you or someone you live with had any criminal convictions, cautions, reprimands or dealings with the police?' during appraisals and/or supervisions.

This does not mean staff have to wait until this question is asked to disclose the information. It is the expectation and responsibility of an employee to bring this information to the attention of their senior member of staff in every case.

We aim to achieve this by:

- Asking all staff to immediately inform their senior member of staff of any criminal convictions, cautions, reprimands, warnings or dealings with the police
- Having the senior member of staff and staff member discuss what effect, if any, this may have
- Ensuring that the operations senior member of staff is informed
- Ensuring that the LADO (and, depending on the criminal convictions, cautions, reprimands, warnings or dealings with the police, possibly also Ofsted) is contacted for advice. Depending on the circumstances, this may affect the staff member's DBS status
- Asking staff members to immediately disclose if any member of their household has a criminal conviction regarding child sex offences or is being investigated with regard to child sex offences

Failure to disclose this information may lead to dismissal.

The safety and welfare of the child override all other considerations, including the following:

- Confidentiality
- Gathering of evidence
- Commitment or loyalty to relatives, friends or colleagues

The HM Government guidance 'Information Sharing: Guidance for Practitioners and senior member of staff s 2008' provides seven golden rules for information

required to read the policies and procedures at the start of their employment, annually and if any policies are updated.

During induction, all staff will be trained in completing accident and incident forms.