

Whistle blowing policy Child protection

At Twinkle Toes Day Nursery, we expect all our colleagues, both internal and external, to be always professional and hold the highest possible standards of the welfare and safety of every child as their paramount objective. In line with that commitment, we encourage parents, employees, and others with any serious concerns about any aspect of the settings operations to come forward and voice those concerns. Obviously in certain cases we may have to proceed on a confidential basis. Any employee of the setting can follow this policy without any fears of reprisals. This Whistle Blowing Policy is in place to encourage and enable employees to raise serious concerns within the setting other than overlooking a problem or blowing the whistle outside. All Twinkle Toes Day Nursery, staff have an individual responsibility and right to raise matters of concern regarding poor or insufficient practice at work. The staff's priority is well-being and safety of all children attending the setting. This takes priority over any loyalty towards work colleagues.

This policy is intended to:

- Encourage individual to raise concerns.
- Support staff to take an active role in the elimination of poor or insufficient practices.
- Investigate concerns raised appropriately and confidentially.
- Ensure protection to those making the complaint against any form of retaliation or victimisation.
- Investigate any concerns raise appropriately and confidentially.

We recognise that there may be occasions where this may not happen, and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk. We expect all team members to talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be in risk of danger and/or one or more of the following may be happening, you **MUST** use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person has failed is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, Equalities Act 2010).
- That a failure of justice has occurred is occurring or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.
- That the environment, has been, is being, or is likely to be damaged.
- That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed.

Disclosure procedure:

If this information relates to child protection/safeguarding, then the nursery policies should be followed.

- If any of the above occur disclose this to your manager so appropriate action can be taken. If inappropriate to make such a disclosure to the manager, speak to the assistant manager.
- Employees will suffer no detriment of any sort for making such disclosures, all information will be kept confidential.
- Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action, which may result in dismissal.
- Failure to report serious matters can also be investigated and potentially lead to disciplinary action, which may result in dismissal.

Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not acting in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct, which could lead to dismissal. We give all our staff the telephone numbers of the Local Authority Designated Officer (LADO), the local authority children's social care team and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

Allegations:

If an allegation is made against a member of staff, we will report it to OFSTED and the Local Authority Designated Officer (LADO) and follow the family safeguarding children's board procedures.

We will ensure that:

- All staff hold an updated-to-date enhanced DBS certificate.
- Visitors to the nursery sign a visitor's book and do not have unsupervised access to the children under any circumstances. Parents will be informed of any planned visitors who will be attending the nursery.
- No workmen/ women will come during nursery hours unless unavoidable in which case parents will be notified and a full risk assessment will be documented.
- We will record any incident that occurred whilst in my care informing parents and requesting them to sign my records noting any marks on the children; we will ensure that incidents are followed up where appropriate, including any necessary actions, and ensure that parents are satisfied with how the incident has been dealt with to conclusion.
- We will ask parents to inform us of any accidents that have occurred whilst outside my care, noting any marks on the children.
- Ensuring that the children are supervised at all times keeping accurate records on each child and writing a daily diary if an allegation is made against any member of staff we will record details of all related incidents including what was said by whom with times and dates inform OFSTED within 14 days of the date the consent is raised and informal letter if you have any concerns regarding this procedure please do not hesitate to discuss them with the nursery manager.

Important numbers:

Ofsted: 0300 123 1231

MASH: 0203 373 4600

LADO: 0203 373 1462

Allegations of Peer-to-Peer Abuse

Any allegations of peer-to-peer abuse must be reported to the parents concerned, Ofsted and Triage and all safeguarding procedures are to be followed.

Policy reviewed by: Sumaya Ahmed (Manager)

Date: October 2023

Next review: October 2024