

# St Alban's Pre School

## Safeguarding and promoting children's welfare

### Whistle Blowing Policy

#### *Policy statement*

At St Alban's Pre School we understand the importance of keeping all children in our care safe. We realise the need to provide a happy and caring environment for our children and their families, our staff and volunteers.

Our aim is to ensure that all members of staff, volunteers, parents and carers are aware of the procedure to follow if they have any concerns about the behaviour of another adult in the setting.

We ensure that our staff members are aware of the whistle-blowing procedure if they have any concerns about the behaviour of another adult within the setting

We have a designated Child Protection Officer within our setting-**Elaine Mercer**. We will ensure that our staff members are kept up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant information.

Everyone has a right to raise a concern. If anyone has concerns about the behaviour of another adult at the setting, they must report it immediately and discuss it with the Head of Pre School or a member of the Committee. It must then be followed up in writing, with clear information regarding the name of the accused adult and giving details about the accusation. This letter should then be signed and dated. We realise that raising a concern can be very difficult; however we will keep all details confidential. The identity of the person making the complaint will be protected as far as possible.

- Allegations against an adult working with children contact Local Authority Designated Officer (LADO)  
01270 685904/ 01606 288931
- If the adult is unable to discuss their concerns with the Head of Pre School or a Committee member, then they should contact Ofsted on 0300 1234666 / 0300 1231231

If a concern is raised by an employee or is against an employee, the committee will give their full support to this employee throughout the

investigation. The committee will do all they can to protect an employee from victimisation and/or discrimination. All concerns should be discussed with the Head of Pre School, however if the accusation is against the Head, then concerns should be taken to the Chairperson of the St Alban's Pre School Committee.

All information will be treated seriously, confidentially, and sensitively and will be recorded. The concern will be investigated immediately. If a child makes an allegation against another adult, it will be treated as a child protection case. The information will be treated seriously and sensitively and it will be reported using the procedure stated in the Safeguarding Children Policy. The child and their parents will have the full support of the setting throughout the investigation.

All information is confidential and will not be discussed with anybody apart from the whistle-blower, the LADO, Ofsted and in some circumstances, the alleged perpetrator. In the case of the LADO deciding it is a child protection case, the Local Safeguarding Children Board procedures will be applied.

If the alleged perpetrator is a member of staff or volunteer, then St Alban's Pre School will follow the procedures of the Local Safeguarding Children Policy and will take disciplinary action. In the event of the accusation against a member of staff or volunteer being unfounded, the setting will take no further action. The person that made the allegation will be informed of the outcome in writing.

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This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	23 June 2022	<i>(date)</i>
Date to be reviewed	23 June 2023	<i>(date)</i>
Signed on behalf of the provider	<i>Elaine Mercer</i>	
Name of signatory	Elaine Mercer	
Role of signatory (e.g. chair, director or owner)	Head of Pre School	

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