

Acorns Nursery Whistleblowing Policy



This policy should be read in line with the Confidentiality, Complaints, Safeguarding, and Disciplinary and Grievance policies

Whistleblowing refers to the action where a staff member raises concerns of malpractice within their workplace. At Acorns we are committed to open and honest practice and accountability, and therefore encourage all staff to raise any concerns they have without fear of reprisals when raising concerns in good faith.

Incidences of malpractice include:

- Risk to the health, safety and welfare of adults and children
- Criminal practice
- Failure to comply with legal obligations
- Attempts to cover up malpractice

Confidentiality

Confidentiality will be upheld as far as reasonably possible following a complaint or concern being made. Depending on the complaint/concern, there may be situations in which the confidentiality of the complainant cannot be maintained. If this is the case, the complainant will be informed prior to any action being taken. Any concerns/complaints must not be discussed with any other persons outside of the setting. Once a concern/complaint has been raised, the complainant must not discuss it within the setting other than with the persons dealing with it.

Untrue allegations

Where a genuine concern has been raised in good faith, there will not be any repercussions. If however, the concern proves to be untrue and of malicious intent, action may be taken against the complainant.

How to raise a concern

Any concerns should be reported to either Vicky Cox (committee lead) or Emma Middlecote (treasurer) who will then act upon them as deemed necessary. Concerns should be written with information regarding the persons involved, what the concern is, dates and times, and any history/background to the complaint. Staff must not raise the concern or discuss it with any other staff member, including those involved.

Once a concern has been received, the complainant will receive written acknowledgement, typically within one week. They will then be made aware of what action is being taken, typically within two weeks, and then kept updated on the investigation until it has been resolved. The complainant will then be informed of the outcome.

If for any reason a concern cannot be raised with the named persons, or the complainant is not satisfied with the outcome, they may raise their concerns with the LADO or Ofsted.

Where concerns are held regarding the safety of children, the safeguarding policy should be referred to.

This policy is kept up to date and reviewed every two years, or as and when required.

Completed/updated by:

Date completed/updated:

Date to be reviewed: