



## Whistleblowing Policy

**We keep the children in our care safe and secure and parents/carers have complete trust in us.**

### **What is whistleblowing?**

Whistleblowing is the term used for an employee raising concerns about practices and procedures in their workplace.

Every organisation – be it a business or public body – may have the risk of misconduct in their workplace. When this happens, usually the first people to realise or suspect will be those who work in or with the organisation.

### **What we aim to do**

On some occasions, a staff member may have cause to be concerned about the behaviour of a colleague.

We aim to deal with this concern as quickly as possible and ascertain as to whether there is a need for further action.

### **How we will achieve this**

#### **If a staff member has concerns**

If a member of staff has concerns about the actions or behaviour of a colleague, then it is their legal duty to immediately report this to the Designated Safeguarding Manager (DSM). The DSM's in the nursery are Aggie Arvai (Manager) and Jenni Ford (Deputy Manager).

Neither the member of staff or the DSM may discuss any part of the conversation with any other members of staff, parents or anyone outside the nursery.

### **What will happen next**

The DSM will make a confidential note of the discussion that they have had with the reporting member of staff.

If, after an initial investigation, the DSM has reason for continued concern, they will then, without hesitation, report these concerns to the Little Bicks Director (*Rivka Bick*) or Senior Manager (*Rochelle Shorrick*).

The Director or Senior Manager will verbally and then in writing suspend the accused staff member with immediate effect on full pay for one week while the allegation is investigated.

The accused staff member will be escorted off the nursery premises by security and will not be allowed to return within working hours unless specifically requested by the Directors.

**Further action**

The Ofsted Whistleblower Team will be notified as will the LADO.

Ofsted whistleblower team contact details are as follows:

Tel: 0300 123 3155

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

The LADO telephone number is 01992 556 986

A full investigation into the allegation will be launched within an agreed period of time and a decision made appropriate to the findings of the investigation.

**In conclusion**

The safety and wellbeing of the children and staff is paramount at all times.

Little Bicks Gan Yisrael will take every step to ensure that this is always of the highest importance and will act to maintain the health and wellbeing of all the children and staff at the nursery.

Date policy was reviewed	March 2024
This policy is due for review before	March 2025