

## Whistleblowing

Sharing information or talking through a concern can be the first step to helping an organisation identify problems and improve its practices.

At Raised In we are committed to the highest possible standards of openness, integrity and accountability. We encourage the team and others with concerns about any aspect of the settings' operations and safety of children to voice those concerns.

### Safeguards

- Raised In will not tolerate any harassment or victimisation and will take appropriate action to protect those who report a concern in good faith.
- No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the allegation is not subsequently confirmed by the investigation.

This policy document makes it clear that the team can report a concern without fear of reprisals. It is intended that this policy will encourage and enable the team to raise serious concerns within the setting rather than overlooking a problem or leaving it to a colleague to report.

The team have the right and individual responsibility to raise any matters of concern regarding poor practice at work. The team are responsible for the safety and well-being of all children attending the Nursery and this takes priority over loyalty towards colleagues.

### General Principals of the policy are to:

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support the team to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those making the complaint from victimisation or retaliation

## What is a concern?

### A concern might be:

- A failure of the setting to deliver appropriate standards of care
- Abuse or neglect of children
- A health and safety risk
- Bullying or victimisation of team members, volunteers or children
- A criminal offence
- You have concerns about your line manager bullying or harassing you
- Financial malpractice

**Confidentiality:** When a concern is raised, senior management aims to protect a person's identity. In some circumstances, identities may have to be revealed to the person complained against and the complainant will be asked to provide written or verbal evidence in support of their complaint.

If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why this is necessary. Once the concerns have been raised, the complainant should not discuss this with any other person inside or outside the setting.

**Anonymous Complaints:** When a concern is expressed anonymously it is much less powerful and more difficult to investigate. However, they will still be considered and looked at.

**Untrue Allegations:** If an allegation is made in good faith but is not confirmed by the investigation, no action will be taken against the complainant. If, however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

## How to Raise a Concern

- In the first instance, concerns should be raised with the Nursery Manager in your setting.
- If your concern relates to a senior member of the nursery Management Team, concerns should be raised with the Head of Nursery, the CEO or a Director of Raised In
- If the allegation is against the CEO, then you may raise your concern with a Raised In Director.

- If your concern relates to a senior team member of the Head Office team, concerns should be raised with the CEO, or a Director of Raised In.
- Concerns are best raised in writing with the background and history of the concern, giving names, dates, places where possible and the reason why you are particularly concerned.
- The sooner you express your concerns the easier it is to take action.
- If you do not wish to put the allegations in writing, the manager to whom you are making the complaint will make a written record of the disclosure and will ask you to sign to confirm the accuracy of the notes taken.
- If you believe that your concern will not be taken seriously, you may contact the LADO independently: 0117 903 7795
- If the allegation is against the setting Designated Safeguarding Lead DSL/Nursery Manager, then you may raise your concern with the Head of Nursery who is the Senior DSL of Raised In or a Raised In Director.
- Although you will not be expected to prove the truth of your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

**You should not:**

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated person i.e. Manager or Director

Useful information:

Link to Bristol Early Years:

To download template for witness statements and template for investigation report, these are to be used as part of the investigation.

<https://www.bristolearlyyears.org.uk/managing-allegations/>



## Local contacts

**First Response:** 0117 903 6444

**LADO:** 0117 903 7795

**Ofsted:** 0300 123 1231

**Police:** 999

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**Signed:** Nicola Brimble

**Date:** 08 December 2023

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**This policy links to:** Anti-Bullying Policy, Safeguarding & Child Protection Policy and Staffing & Supervision Policy