



## **Whistleblowing**

**Date: 15/07/2025**

**Sign: Sam Norris**

**Review Date: On going**

### **Whistleblowing Policy**

This policy applies to all employees and applies equally to those designated as casual, temporary or work experience students. As a childcare provider it is our individual responsibility to maintain the welfare of both children and PlayDay staff. It is our duty to express any concerns or issues to a senior member of staff as soon as we notice anything that could raise concern.

What is whistleblowing?

Whistleblowing is a term used when someone who works in or for an organisation, who wishes to raise concerns about malpractice in the organisation. Whistleblowing encourages and enables staff to raise serious concerns within the nursery, rather than overlooking a problem or "blowing the whistle" outside of the organisation.

The nursery is committed to the highest possible standards of openness, probability, and accountability.

Making a disclosure in the public interest disclosure act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, to promote good governance and accountability in the public interest. The act covers behaviours that amounts to:

- A criminal offence
- Failure to comply.
- A miscarriage of justice
- Danger to health and safety to an individual or environment
- Bullying, humiliation, discrimination, poor practice, unsafe practice, abuse or neglect.
- Deliberate concealment of information about any of the above

### **Aim of policy.**

- To encourage you to feel confident in raising concerns and to question and act upon concerns and practise.
- To provide avenues for you to raise concerns in confidence and to receive any feedback on action taken.
- To reassure you, that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.

### **How to raise a concern:**

In the first instance, concerns should be raised with the nursery manager - Sam Norris / Acheya Wheeler / Rachel Hallcup / Chloe Baldock / Sophie . However, this may not always be appropriate, in which cases concerned should be raised with the Director Jan Day.

Concerns are best raised in writing, included in should be the background and history of the concern, giving names, dates, paces where possible and the reason why you are particularly concerned.

The earlier you express your concerns, the easier it is to take action. If you do not wish to put the allegations in writing, the person whom you are making a complaint to, will make a written record of the interview and will ask you to sign to confirm accuracy of the notes taken.

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 concerns.

You should not:

- Investigate the matter yourself.
- Alert those suspected of being involved.
- Approach the accused individuals.
- Tell anyone other than the designated person's i.e., Management DSL and Director.

Within a week of the receipt of your concern, you will receive a written acknowledgment of your concern, with a copy of your statement where appropriate. The manager and Director will investigate your concern and within 2 weeks you will be informed of what action is being taken and you will be kept up to date on the progress of the investigation. You will also be informed of the outcome of any investigation.

PlayDay Nursery recognises that the decision to report a concern can sometimes be a difficult one to make. If what you are saying is true, you will have nothing to worry about as you will be doing your duty to your employees and those whom you provide a service to. Fear of getting information incorrect or being disbelieved may lead to concerns being ignored and issue not raised.

ANY employee or volunteer who is acting in good faith, wishes to raise such a concern should normally report the matter to their supervisor or manager immediately.

If an employee or volunteer feels that the matter cannot be discussed with the managers, then Ofsted can be contacted by email [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) or by phone on 0300 121 1231.

Or our local LADO (local area designated officer) – Sue Darby – [LADO@brighterfuturesforchildren.org](mailto:LADO@brighterfuturesforchildren.org) or phone on 01189355199

DON'T THINK "what if I'm wrong?" **THINK** "what if I'm right?!"

PlayDay will not tolerate any harassment or victimization and will take appropriate action to protect you when you raise a concern in good faith, you will not suffer any personal detriment as a result of raising any genuine concern about misconduct.

This policy is read in conjunction with safeguarding policy and complaints.