



## **The Little Pennies Pre-School Whistle-Blowing Policy**

### **STATEMENT OF INTENT**

The Little Pennies Pre-School intends to provide an environment in which young children are safe from abuse and in which any suspicion of abuse is appropriately responded to. The Little Pennies Pre-School encourages staff, volunteers and committee members who suspect malpractice within the setting to report their concerns to the Pre-School Manager or a member of the Board of Trustees. This is called "Whistle-blowing".

The Designated Safeguarding Lead (DSL) for The Little Pennies Pre-School is Ruth Meaden. Katie Keeble will deputise, should the DSL not be available. Becky Wallworth is the nominated member of the committee for Safeguarding.

### **AIMS**

Our aims are to:

- Create an environment in the Pre-School which encourages children to develop a positive self image
- Create an environment in which the children are safe and protected from harm
- Create an environment in which parents and guardians feel safe and confident leaving their child
- Create an environment in which employees, students and visitors are confident that their best interests are met, as well as the children's.

### **METHODS**

The Public Interest Disclosure Act came into force in 1999 and gives statutory protection to employees who legitimately make a disclosure in the public interest, which relates to:

- Crime
- Failure to comply with legal obligations
- Miscarriages of justice
- Health and safety threat
- Damage to the environment

It is the responsibility of the Pre-school Manager to ensure that any reports are thoroughly investigated and findings are recorded. If the report actually relates to the Pre-school Manager, then Ofsted should be approached.

If the employee/volunteer/committee member feels victimised or does not believe that their concerns have been taken seriously, they can report it to Ofsted or consult a legal representative.

Any malicious reports that are made by an employee will lead to disciplinary action.

## **PROCEDURE TO FOLLOW IF STAFF, VOLUNTEERS OR COMMITTEE MEMBERS ARE ACCUSED OF ABUSE :**

If a member of staff, committee member or a volunteer is accused of any form of child abuse, such suspicions will be reported to the DSL. However, if the allegation is against the designated person the interview may be conducted by the Board of Trustees.

The person against whom the allegation is made will be informed of the allegation and interviewed immediately. Following an interview, if there is any potential substance to the allegation, they will be suspended on full pay pending further investigation. Investigations will be in line with the LSCB procedures and conducted in conjunction with the LSCB. The correct procedure for reporting an allegation will be followed including referral to the Local Authority Designated Officer (LADO) and OFSTED will be informed as soon as possible but within 14 days. Confidential records will be kept of the allegation and of all subsequent proceedings. Providers must meet their duties under the Safeguarding Vulnerable Groups Act 2006, which includes making a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.

\*Please see our Safeguarding policy

## **COMPLAINTS**

- We ensure that all parents know how to complain about staff, committee member or volunteer action within the Pre-school, which may include an allegation of abuse. (please see Complaints Procedure)
- We follow the guidance of the LSCB when investigating an allegation that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Pre-school investigate
- We allow investigation to be carried out with sensitivity. Staff in the Pre-School take care not to influence the outcome either through the way we speak to children or ask questions of children.
- Where a child shows signs and symptoms of "failure to thrive" or neglect, we make appropriate referrals.

## **CONFIDENTIALITY**

The Pre-school endeavours to uphold the confidentiality of all the children, parents/carers at all times. This will be achieved by:

- All information with regards to the child being kept on the premises in a locked cabinet at The Little Pennies Pre-school.
- The Pre-School Manager and Treasurer may also have some children's information at home.
- All information with regards to the child will not be shared with anyone other than those mentioned above.

### **POLICY STATEMENT**

The Little Pennies Pre-school undertakes to ensure that all aspects of the Pre-school policies and procedures are kept under review and that they operate in a non discriminatory manner.

The management will ensure that all staff, parents, carers, voluntary workers and others are aware of the policy and any channels through which they lodge complaints and appeals on all matters.

(Updated July 2017)

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### **USEFUL NUMBERS**

**Social Care and Health Office - (Children's Duty Social Worker)**

Local Office - Ferndown

Penny's Walk, Ferndown, Dorset. BH22 9JY

Open between: 8.40 - 5.20 Mon - Thurs

8.40 - 4.00 Friday

TEL : 01202 877445

FAX : 01202 876604

**Multi Agency Safeguarding Hub (MASH) TEL: 01202 228866 for new referrals and concerns**

**Patrick Crawford (Local Authority Designated Officer) LADO**

01305 221122

**Louise Dodds (lead Safeguarding Officer for Early Years)**

01305 221319

**Social Services out-of-hours Duty Line (for Dorset, Bournemouth and Poole)**

Tel : 01202 657279

(5.30pm - 8.40am, Weekends, Bank Holidays ect. )

**Early Years and Childcare Services**

Tel : 01305 228425

**NSPCC**

Tel : 0808 800 5000

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Dorset Police**

Tel : 01202 222222

**Verwood Police Station**

Tel: 101 for Police non emergency

This policy was adopted at a meeting of Trustees on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

..... (Chairperson)