

Developing a Whistle Blowing Procedure

Providers must take all necessary steps to keep children safe and well – **Statutory Framework for the Early Years Foundation Stage – 2024 (CM & GP 3.3)**

The procedure should include:

An explanation of what whistleblowing is and the types of concerns that need to be reported i.e.

- If the concern is unlawful i.e. theft, fraud, corruption etc.
- If the concern involves failure to comply with legal obligation
- If there is a health and safety risk
- If there is criminal activity which included safeguarding children
- If there is a miscarriage of duty
- Improper conduct or unethical behaviour
- If a person does not adhere to the settings policies and procedures

N.B. This list is not exhaustive

The procedure to follow when raising concerns, e.g. who to report this to and recording concerns including timescales

The person/s responsible for dealing with the concerns.

How and by whom concerns will be monitored.

How staff will be safeguarded when raising concerns i.e.

- How the staff member is protected from harassment and victimisation
- How information is kept confidentiality
- How the staff member is informed of information sharing

The procedure for staff to appeal against outcome of the investigation including timescales

The procedure for confidentiality and record keeping to include where these records are stored and how long they will be kept.

The procedures the setting will follow should a whistle blowing investigation identify foul play, i.e. following the settings disciplinary and grievance policy as well as the probability of dismissal and when the setting may contact ACAS for additional support and/or guidance

The procedure to following if Ofsted need to be informed - whistle blowing hotline – 0300 123 3155, email: whistleblowing@ofsted.gov.uk

How specific concerns will be referred to Disclosure and Barring Services (DBS) and when whistle blowing concerns will be referred to the Local Authority Designated Officer (LADO) – 01302 737332 LADO@doncaster.gov.uk

The procedure should be reviewed:

- Following any occasion when any part of the procedure has been implemented.
- Whenever changes to legislation are produced.
- At least annually.
- The policy and procedure needs to be signed by the registered person, include reviewed dates and the next review due date.
- If any changes are made to the policy when reviewed the staff and/or parents need to be informed.

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.