



The Burrow
Policies and Procedures
3. Our Community



The Burrow is committed to Safeguarding and Promoting the Welfare of Children and Young People and expects all staff, students and volunteers to do the same. Safeguarding children is everyone's responsibility

3.11 Whistle Blowing

Raising a concern/making a disclosure about professional malpractice within an organisation.

Policy Statement

The Burrow strongly believes that the children who attend our setting have a right to play and learn in a safe and positive environment.

This policy is to enable staff, volunteers, and students to make a complaint should they witness any concerns surrounding adult behavior, or the protection of children, within The Burrow. Bringing a complaint or concern to the Owner Manager or another professional body is the responsibility of everyone.

This policy provides individuals in the workplace protection from victimisation or punishment where they raise genuine concern about misconduct or malpractice in The Burrow. The policy is underpinned by the *Public Interest Disclosure Act 1998*, which encourages people to raise concerns to promote accountability in the public interest.

This policy covers behaviour which relates to:

- a breach of the nursery's policies
- a breach of established standards or practice
- abuse of children, students, or other users
- a criminal offence
- failure to comply with any legal obligation
- a miscarriage of justice
- danger to the health and safety of an individual and/or the environment
- deliberate concealment of any of these matters
- any other substantial and relevant concern.

The Burrow is committed to providing an effective mechanism for dealing with situations that arise from concerns within the workplace. These issues could have arisen in the past, be currently happening, or likely to happen in the future.

This policy is designed to nurture a culture of openness and transparency which makes it safe and acceptable for an employee, volunteer, or student to raise a concern in good faith. It is not an alternative to the Comments, Concerns and Complaints Policy or other Safeguarding policies and practices.

Procedures

- An employee, volunteer, or student who, acting in good faith, wishes to raise a concern, should normally report the matter to the Owner Manager, who should advise the individual of the action they will take in response to the concerns expressed
- If they cannot discuss the matter with the Owner Manager, the concern should be reported to the Business Manager to determine what action is to be taken, if any. This may involve following our own **Complaints Procedure (App 1.2f)**

- If it is felt the issue places a child at risk of harm, we follow our **Safeguarding Procedures (App 1.2a)**. An individual is at liberty to follow these procedures independently, without involving the nursery managers, if they feel that is appropriate
- Concerns should be investigated and resolved as quickly as possible, and individuals informed of the outcome of any investigation in writing, and of any action taken, subject to the constraints of confidentiality and the law
- An individual must raise a concern or make a disclosure only if it is reasonable for them to do so and it is 'in the public interest'. Disclosures to anyone outside of the recognised bodies specified may not be protected under the Public Interest Disclosure Act
- There is a duty to the nursery not to disclose confidential information. This does not prevent an individual from seeking independent advice at any stage, following our **Safeguarding Procedures in (App 1.2a)** and in accordance with the provisions of the Public Interest Disclosure Act 1998
- A disclosure, made in good faith to the Owner Manager or Business Manager, will be protected. Confidentiality will be maintained wherever possible. The individual raising the concern will not suffer any detrimental treatment and will be supported as much as possible
- There are no restrictions in Employment Law relating to length of service or age of individual. Under the Public Interest Disclosure Act, employees may safely seek legal advice on any concerns they have about malpractice. This Act does not, at present, cover volunteers.

Signed: *L.B. Mee*

Name: Lynn Mee

On behalf of The Burrow Nursery