

Ladybird Montessori Whistle Blowing Policy

Aim

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- Reassure you that you will be protected from possible reprisals or victimization if you have made any disclosure in good faith. Every effort will be made to keep both the concern and the member of staff's identity confidential

What should be reported?

- The inappropriate treatment or care of a child
- Any breach in the behavior of manager, staff or volunteer.
- Concerns that could impact on the health and safety of the children or adults.

Procedure

- The first step to raising a concern can be initially raised by any staff member to the manager/deputy or designated person.
- Discuss the information about the nature of your concern and why you believe it to be true, together with the background, history of the concern and provide the relevant dates. You will need to demonstrate that you are acting in good faith and there are reasonable grounds for your concern. Enquiries shall be made in deciding whether an investigation is appropriate and if so what form it should take.

Where appropriate the matters raised may:

- Be investigated by management, or through the disciplinary/grievance process
- Be referred and put through established child protection/abuse procedures
- Form the subject of an independent inquiry. Within ten working days of a concern being raised, you will be informed in writing:
 - Acknowledgment that the concern has been received
 - An indication as to how the management will proceed to deal with the matter
 - Supply you with information on staff support mechanisms
 - Inform you as to whether any further investigation will take place and if not, why not.

It may be necessary for management to interview you to ensure that your disclosure is fully understood. Any meeting can be arranged away from your workplace, if you wish, and a representative or a friend may accompany you in support.

You will be kept informed, of the progress and outcome of any investigation to assure you that your disclosure has been properly addressed unless legal reasons determine otherwise.

Confidentiality - will be maintained and every effort will be made not to reveal your identity if you so wish. If however you make an allegation frivolously maliciously or for personal gain, appropriate action that could include disciplinary action may be taken.

Report any concerns about staff in your setting to the DSL or another senior member of staff if the concern is regarding the DSL. Concerns are reported to the **Local Area Designated Officer** LADO@westsussex.gov.uk or 0330 222 6450 (09.00-17.00) For emergencies after 17:00-09:00 and at weekends and bank holidays, please call 033 022 26664.