

## **Sunrise Preschool Whistleblowing policy**

### **What is whistleblowing?**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith without fear of repercussion. It applies when the complainant has no vested interest but rather is an observer. It is not the same as making a complaint.

The term 'whistleblowing' is sometimes confused with the need to report safeguarding or professional concerns about another member of staff or adult in the school. Whistleblowing is about systemic or procedural failures and is not only confined to issues about staff conduct.

Where a member of staff has a safeguarding concern about a member of staff, they should report this to the Designated Safeguarding Lead. Full procedures are included in the Safeguarding and Child Protection Policy.

### **Statement of Intent**

Sunrise Preschool is committed to open and honest communication between all members of the community. To that end we nurture a culture in which employees, parents and volunteers feel safe to raise, without fear of reprisal, a concern they may have about misconduct or malpractice.

The well-being and safety of the children is our prime concern; it must take priority over any loyalty towards work colleagues. All concerns raised in accordance with this policy will be promptly investigated and appropriate action will be taken.

### **Aims**

- Assist staff to acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies, particularly where the welfare of children may be at risk.
- Enable and encourage individuals to raise genuine and legitimate concerns.
- Support staff to take an active role in the elimination of poor or insufficient practices, malpractice or wrongdoing.
- Ensure any concerns raised are investigated appropriately and confidentially.
- Ensure protection to those making the complaint against any form of retaliation or victimisation.

This policy covers concerns that fall outside the scope of our complaints policy, grievance procedure and disciplinary and dismissal procedure.

### **Disclosure of information**

If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be in risk of danger and/or one or more of the following may be happening, you MUST use the nursery's disclosure procedure set out below:

- That a criminal offence has been committed or is being committed or is likely to be committed.
- That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, Equalities Act 2010).
- That a miscarriage of justice has occurred, is occurring, or is likely to occur.
- That the health or safety of any individual has been, is being, or is likely to be endangered.

### **Procedures**

Having observed something that gives cause for serious concern:

- Report your concern to the Preschool Manager Mary Anne (Meeta) Lovage. If your concern is about the Manager, report to the Principal Didi Ananda Manika (amanika123@gmail.com)
- If you are worried about how to raise a concern, you can call your early years advisor: Sheryl Henry (Sheryl.Henry@haringey.gov.uk)
- Record what you have witnessed in writing including where possible any background, names, other witnesses, dates, times and places as well as the nature of your concern. If for any reason you do not wish to put your concern in writing, the person to whom you report will make a written record, ask you to sign to confirm its accuracy. Keep a copy of the written record.
- Do not: investigate the matter yourself, tell those you suspect to be involved, accuse or approach individuals, tell anyone other than the Nursery Manager and/or Principal.
- You will receive a written acknowledgement of your concern within one week of its receipt from the Manager/Principal.
- The Manager/Principal will investigate your concern. You will be informed of what action is being taken within two weeks of the original report.

You will be kept informed of the progress of the investigation and of its outcome.

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded
- If you are not satisfied with the outcome, you should take your concern to Ofsted. They can be contacted
  - Through a dedicated whistle blowing hotline- 0300 123 3155
  - email to the whistle blowing team- [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
  - By post- WBHL, OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD
- If your concern is about an immediate or current risk to a child, you must follow the procedure laid out in our Safeguarding Policy.

### Confidentiality

If a concern is raised anonymously, it is very difficult to investigate. The Manager/Principal will respect and protect a person's identity when a concern is raised. However, in certain circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written evidence in support of the complaint. If a person's identity is to be disclosed, he or she will be informed before the disclosure and given reasons why this was necessary. Malicious or vexatious allegations, Whistleblowers acting in good faith are protected from reprisals or victimisation.

This Policy was adopted on 1 December 2025      Date to be reviewed: 1 December 2026

Signed on behalf of Management Committee Name of Signatory: Mary-Anne Lovage, Chairperson