

Tinytots Nursery

Whistleblowing (Public Interest Disclosure) Policy

Policy Version: 2026

Review Frequency: Annually or sooner if legislation changes

Next Review Date: July 2027

Approved by: Linda Kalis (Owner)

Statement of Commitment

Tinytots Nursery is committed to safeguarding and promoting the welfare of all children and expects every member of staff, volunteer, student and visitor to share this commitment.

We believe that children have the right to be protected from abuse, neglect and exploitation. An open and transparent culture is essential to safeguarding children. Every adult working within the nursery has a professional and statutory responsibility to raise concerns where they believe poor practice, misconduct, unsafe practice or abuse may be taking place.

Staff should never feel that concerns cannot be raised. All genuine concerns made in good faith will be treated seriously, investigated appropriately and handled confidentially wherever possible.

No employee will suffer harassment, victimisation or discrimination for raising a genuine concern under this policy.

The welfare of the child is always paramount.

Legislative Framework

This policy has been developed in accordance with:

Early Years Foundation Stage (EYFS) Statutory Framework (Department for Education)

Working Together to Safeguard Children (Department for Education, 2023)

Childcare Act 2006

Children Act 1989 and Children Act 2004

Public Interest Disclosure Act 1998

Safeguarding Vulnerable Groups Act 2006

Data Protection Act 2018

UK General Data Protection Regulation (UK GDPR)

Human Rights Act 1998

Equality Act 2010

Derby and Derbyshire Safeguarding Children Partnership Procedures

Ofsted Requirements for Registered Early Years Providers

Purpose of the Policy

The purpose of this policy is to:

Protect children from harm.

Promote a culture of openness and accountability.

Encourage staff to report concerns immediately.

Ensure concerns are dealt with consistently and fairly.

Prevent poor practice from continuing.

Ensure compliance with statutory safeguarding responsibilities.

Protect employees making disclosures in the public interest.

Importance of Disclosing Information

Every member of staff has a duty to report concerns immediately.

Early reporting allows the nursery and safeguarding agencies to:

Protect children from harm.

Prevent abuse or neglect.

Address unsafe practice.

Improve standards of care.

Meet legal safeguarding duties.

Protect staff and families.

Maintain public confidence.

Ignoring concerns could place children at significant risk.

If in doubt, staff should always report.

What Should Be Reported

Staff should report any concern relating to:

Abuse or neglect.

Poor safeguarding practice.

Unsafe working practices.

Inappropriate behaviour towards children.

Failure to follow safeguarding procedures.

Physical punishment.

Emotional abuse.

Sexual abuse.

Criminal offences.

Fraud or financial malpractice.

Bullying or harassment.

Discrimination.

Health and safety concerns.

Drug or alcohol misuse affecting work.

Serious breaches of nursery policies.

Attempts to conceal wrongdoing.

Disclosure Procedure

Stage One

Concerns should normally be reported immediately to the Nursery Manager.

Nursery Manager

Gina Kalis

Telephone: 07702 738299

The Manager will:

Listen carefully.

Record the concern accurately.

Take immediate action where appropriate.

Seek safeguarding advice.

Refer concerns to external agencies where required.

Stage Two

If the concern involves the Manager, or the employee feels unable to approach them, concerns should be reported to:

Deputy Manager and Designated Safeguarding Lead (DSL)

Zara Domachowsk

Telephone: 07977 553581

The DSL will assess the concern and determine whether an immediate safeguarding referral is required.

Stage Three

If concerns involve both the Manager and Deputy Manager, or staff believe concerns have not been addressed appropriately, they should contact:

Owner

Linda Kalis

Telephone: 07889 493318

Allegations Against Adults Working with Children

Where an allegation is made against any member of staff, volunteer, student, agency worker, manager or anyone working with children, advice must be sought immediately from the Local Authority Designated Officer (LADO).

The LADO must be contacted before beginning any internal investigation.

Local Authority Designated Officer (LADO)

Telephone: 01332 642376

The LADO should be contacted if an adult working with children has:

Behaved in a way that has harmed a child or may have harmed a child.

Possibly committed a criminal offence against or related to a child.

Behaved towards a child in a way that indicates they may pose a risk of harm to children.

Behaved in a way that indicates they may not be suitable to work with children.

Staff must not investigate allegations themselves.

Referrals to Children's Social Care

Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the Designated Safeguarding Lead will make an immediate referral to Children's Social Care in accordance with Working Together to Safeguard Children and Derby and Derbyshire Safeguarding Children Partnership procedures.

If a child is in immediate danger, staff must contact 999 without delay.

Reporting to Ofsted

Under the EYFS Statutory Framework, Tinytots Nursery will notify Ofsted of any significant event that may affect the suitability of the provider or anyone connected with the childcare provision.

This includes:

Serious safeguarding incidents.

Allegations against adults working with children where notification is required.

Serious accidents or injuries where required by the EYFS.

Significant events affecting the safe and suitable running of the nursery.

Notifications will be made as soon as reasonably practicable and, where required by the EYFS, within the statutory timescales.

If staff believe concerns are not being appropriately addressed internally, they may contact Ofsted directly.

Responsibilities of Managers

Managers are responsible for:

Creating an open and honest safeguarding culture.

Ensuring staff understand this policy.

Providing safeguarding and whistleblowing training.

Taking all disclosures seriously.

Responding immediately where children's welfare may be at risk.

Keeping accurate, confidential records.

Consulting the LADO where required.

Making referrals to Children's Social Care where necessary.

Notifying Ofsted where statutory notification is required.

Protecting whistleblowers from victimisation.

Monitoring outcomes and implementing improvements following investigations.

Responsibilities of All Staff

Every member of staff, volunteer, apprentice and student must:

Put children's welfare first.

Read and follow this policy.

Report concerns immediately.

Maintain professional curiosity.

Keep factual written records.

Maintain confidentiality.

Cooperate fully with investigations.

Attend safeguarding training.

Never ignore poor practice.

Never promise confidentiality to someone making a disclosure.

Never investigate allegations themselves.

Report concerns externally if internal procedures have failed to safeguard children.

Confidentiality

All disclosures will be handled sensitively and confidentially.

Information will only be shared with those who need to know in order to protect children or fulfil legal obligations.

Protection of Whistleblowers

Tinytots Nursery is committed to ensuring that anyone raising a genuine concern in good faith will not experience:

Victimisation.

Bullying.

Harassment.

Discrimination.

Unfair disciplinary action.

Dismissal.

Any attempt to victimise a whistleblower may result in disciplinary action.

Knowingly making false or malicious allegations may also result in disciplinary action.

Record Keeping

All whistleblowing concerns will be:

Recorded promptly.

Signed and dated.

Stored securely.

Kept confidential.

Retained in accordance with UK GDPR, the Data Protection Act 2018 and the nursery's retention schedule.

Monitoring and Review

This policy will be monitored by the Owner and Manager to ensure it remains effective and compliant with legislation.

It will be reviewed:

Annually.

Following changes to legislation or statutory guidance.

Following an Ofsted inspection.

Following any safeguarding incident or serious case review.

Following updates issued by the Department for Education or the Derby and Derbyshire Safeguarding Children Partnership.

Key Contacts

Nursery Manager

Gina Kalis

Telephone: 07702 738299

Deputy Manager & Designated Safeguarding Lead (DSL)

Zara Domachowsk

Telephone: 07977 553582

Owner

Linda Kalis

Telephone: 07889 493318

Local Authority Designated Officer (LADO)

Telephone: 01332 642376

Emergency Services

999

This policy should be read alongside the following Tinytots Nursery policies:

Safeguarding and Child Protection Policy

Allegations Against Adults Policy

Staff Code of Conduct

Safer Recruitment Policy

Complaints Policy

Behaviour Management Policy

Health and Safety Policy

Online Safety Policy

Equal Opportunities Policy

Staff Disciplinary Policy