



Harvard Park Policies and Procedures:

Whistleblowing

30. Whistleblowing

Policy Statement

It is important to the setting that any fraud, misconduct or wrongdoing by employees or people engaged in the settings business, is reported and properly dealt with. The setting therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the setting or the way in which the provision is run.

The setting recognises that effective and honest communication is essential if malpractice is to be effectively dealt with and the setting's success ensured. Whistleblowing relates to all those who work with or within the setting who may from time to time think that they need to raise with someone in confidence certain issues relating to the setting.

Whistleblowing is separate from the grievance procedure. If you have a complaint about your own personal circumstances, you should use the normal grievance procedure. If you have a concern about malpractice within the setting, then you should use the procedure outlined below.

Procedure

- Report any concerns of misconduct to management – these include breach of policy.
- If the concern is regarding a form of the management, you should contact LADO and/or Ofsted if a child is at risk from harm.
- If the concern is regarding a form of management but poses no risk of harm, follow the flow chart which can be found in the staff rom at Day Nursery and the kitchen at Pre-School.
- All employees and those involved with the setting should be aware of the importance of preventing and eliminating wrongdoing within the organisation. You should be watchful for illegal, inappropriate or unethical conduct and report anything of that nature that you become aware of following the flow chart which can be found in the staff room at Day Nursery and the kitchen at Pre-School.
- Any matter you raise under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation will be reported back to you.
- You will not be victimised for raising a matter under this procedure. This means that your continued employment and opportunities for future promotion or training will not be prejudiced because you have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered because of any investigation under this procedure the setting's disciplinary procedure will be used, in addition to any appropriate external measures.
- If you make a maliciously, vexatious or a false allegation then this will be a disciplinary offence, and disciplinary action will be taken against you.

- An instruction to cover up wrongdoing is itself a disciplinary offence. If you are told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. In this event you should report the matter to Ofsted.

The whistle blowing procedure must be followed in the first instance if:

- A criminal offence has been committed, is being committed or is likely to be committed.
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements.
- A miscarriage of justice has occurred, is occurring or is likely to occur.
- The health and safety of any individual have been, is being or is likely to be endangered.
- The working environment has been, is being or is likely to be damaged.
- That information tending to show any matter of failing within any one of the preceding clauses has been, is being or is likely to be deliberately concealed.

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise their issue with their manager 's manager/ director or owner.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a manager, they should raise the matter with Nicki Saunders and/or Tracey Milstead.

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or local authority have not responded appropriately, the NSPCC have introduced a whistle blowing helpline for professionals: **0800 028 0285** which is available from Monday to Friday, 08:00 to 20:00 and from 09:00 to 19:00 at weekends. The email address is help@nspcc.org.uk . Alternatively, staff can write to: National Society of the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London, EC2A 3NH

You can contact LADO (Local Authority Designated Officer) on **0208 583 3423 / 07970 198 380 (Sarah Paltenghi) / 0208 583 4933 (Grace Murphy)**

You can contact Ofsted's hotline in three ways.

Call on **0300 123 3155** (Monday to Friday from 8.00am to 6.00pm).

Email at whistleblowing@ofsted.gov.uk.

Write to:

**The Chief Inspector
Ofsted**

**Piccadilly Gate
Store Street
Manchester
M1 2WD**

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead