

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.



Safeguarding

Whistle Blowing

Policy statement

Hollyfield Preschool Nursery provides a welcoming, stimulating and secure environment where children and families from all backgrounds and cultures are valued. We respect children's rights, listening to children and putting their needs at the heart of our work. Our inclusive nursery community works together to promote equality, encouraging and supporting each child to develop their potential and sense of identity. We develop our children's curiosity and challenge them to achieve their best and become self-confident and independent learners. We are committed to safeguarding and promoting the wellbeing of all children and expect our staff and volunteers to share this commitment.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.4 Health and well-being	2.1 Respecting each other 2.2 Parents as partners	3.2 Supporting every child 3.4 The wider context	

Our Nursery Values 'SPARKLE'

S – We provide **Security** which enables **Self-belief**. This in turn makes each child feel **Special** which gives **Strength** of character.

P – **Practitioners** teach with **Passion** and support children in being **Playful, Persistent** and **Proud** learners

A – We help children to successfully **Adapt** to new environments and routines. This means children feel secure to **Actively Achieve** their goals.

R – Practitioners strive to have positive and open **Relationships** with all families who come to nursery. We support our children to be **Responsible** and **Resilient** learners

K – Our children are **Keen** learners who show **Kindness** to all around them with support from our positive behaviour systems. Children are **Knowledgeable** about their rights and help each other to stay safe as well as express their feelings.

L – Our **Leadership** is robust and fosters a **Loving** environment both for practitioners and children to have a **Love for Learning**

E – We ensure **Equality** which supports **Empowerment** in taking steps in our own learning. Children and staff are **Enthusiastic** and **Eager** to keep learning.

The UN Convention on the Rights of the child

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

UNIVERSAL – Rights are for all children all over the world

INHERENT – All children are born with these rights

INALIENABLE – Rights cannot be taken away

UNCONDITIONAL – Rights do not have to be earned

INDIVISIBLE – All rights are equally important

Article 12 (respect for the views of the child)

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right always applies, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

Article 13 (freedom of expression)

Every child must be free to express their thoughts and opinions and to access all kinds of information, as long as it is within the law

Article 14 (freedom of thought, belief and religion)

Every child has the right to think and believe what they choose and to practise their religion, as long as they are not stopping other people from enjoying their rights. Governments must respect the rights and responsibilities of parents to guide their child as they grow up

Article 15 (freedom of association)

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

Article 19 (protection from violence, abuse and neglect)

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Article 23 (children with a disability)

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

Article 28 (right to education)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

Article 29 (goals of education)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 31 (leisure, play and culture)

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

Introduction

There are existing policies in place to enable staff to raise a grievance relating to their employment and procedures to ensure the working environment is free from harassment and bullying. Whistle blowing is very different from a **grievance** or a **complaint**. The term 'whistle blowing' generally applies when a person is acting as a witness to misconduct or malpractice that has been observed and which threatens the safety (physically or mentally) of other people.

A **grievance** is when an employee has a dispute about their own employment position. It is recommended that employees with a grievance refer to policies and procedures. Ofsted cannot take action over grievances as it does not have the power to do so.

A **complaint** is when an employee is saying that they or someone else in the workplace has been treated poorly or unfairly and are seeking redress or justice for themselves or that person.

Hollyfield Preschool Nursery is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and other adults who

use our setting who have serious concerns about any aspect of the nursery's operations to come forward and voice those concerns. We recognise that certain cases will have to proceed on a confidential basis. The policy document makes it clear that employees can do something without fear of reprisals.

Principles

It is intended that this policy will encourage and enable employees and other adults who use the nursery (which includes parents) to raise serious concerns within the setting rather than overlook a problem or having it play on their mind.

People have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Adults are responsible for the safety and well-being of all children who attend the nursery and this takes priority over loyalty towards other adults.

This policy intends to:

- Encourage and enable individuals to raise genuine and legitimate concerns
- Encourage adults to take an active role in the elimination of poor practice
- Ensure concerns are being appropriately investigated
- Protect those making the complaint from victimisation or retaliation

The management team will investigate promptly and thoroughly all concerns that are raised in accordance with this policy and take appropriate action.

Confidentiality

The management team will do their best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide a verbal or written account of evidence to support their concern.

If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons this is necessary

Once the concerns have been raised, we expect that the complainant will not discuss the matter with any other person inside or outside the setting.

Anonymous complaints

When a concern is expressed anonymously it is much less powerful and harder to investigate, however they may still be considered and investigated.

Untrue allegations

If an allegation is made in good faith but is not confirmed by the investigation, no action will be taken by the complainant. If however, an allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance, concerns should be made to room leaders/deputy managers. However, this may not always be appropriate and in this case it must be taken straight to the manager.

Concerns are always best raised in writing and included in this should be:

- Background and history of the concern
- Names
- Dates
- Places wherever possible
- Reason of particular concern

The earlier the concern is expressed, the easier it is to take action. If the complainant does not wish to put the allegations in writing, the person to whom they are making the complaint about will make a written record of the interview and will ask them to sign to confirm the accuracy of the notes taken.

Although any complainant will not be expected to prove the truth of their allegations, they will be required to demonstrate that there are sufficient grounds for their concern.

Complainants should not:

- Investigate the matter themselves
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated person(s) who are the manager and the deputy managers.

Within a week of receipt of the concern, the person in question will receive a written acknowledgement of the complainants concern, with a copy of their statement where appropriate. The manager and deputy managers will investigate the concern and within two weeks, will be informed of what action will be taken and they will be kept up to date on the progress of the investigation.

The complainant will also be informed of the outcome of any investigation. If the complainant is not satisfied with the outcome of the investigation, they may raise their concerns directly with Ofsted.

Ofsted can be contacted at their hotline in three ways:

- Call on 0300123 3155 Monday to Friday 8.00am to 6.00pm
- Email @ whistleblowing@ofsted.gov.uk
- Write to WBHL

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Useful Pre-school Learning Alliance publications

- Complaint Investigation Record (2015)
- Engaging Mothers & Fathers (2010)
- Safeguarding Children (2013)
- The First and Foremost Series (2008)
- Playcards for the Home Environment (2016)

This policy was adopted at Hollyfield Preschool Nursery's Staff meeting in June 2013

Date to be reviewed – September 2022

Signed on behalf of the management team –

Name of signatory –

Role of signatory -