



# Whistleblowing Policy

## Statement of Intent

Stockton House Pre-School is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage employees and others with serious concerns about any aspect of the settings, operations to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This policy document makes it clear that employees can do something without fear of reprisals.

It is intended that this policy will encourage and enable employees to raise serious concerns within the setting rather than overlooking a problem or having it playing on their mind.

Staff have the right and individual responsibility to raise any matters of concern regarding poor practice at work. Staff are responsible for safety and well-being of all children attending the Pre-School and this takes priority over loyalty towards colleagues.

## General Principals

This policy is intended to:

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

In addition to this policy we have other policies and procedures covering discipline, grievance and complaints. This policy is intended to complement these and to cover concerns that fall outside the scope of other procedures.

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

## Confidentiality

The management will do its 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 written or verbal evidence in support of their complaint.

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

Once the concerns have been raised, we expect that the complainant will not talk about this to 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 looked at.

## Untrue allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against 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 raised with the Deputy Early Years' Manager. However, this may not always be appropriate, in which cases concerns should be raised with the Early Years' Manager.

Concerns are best raised in writing, included in this should be the background and history of the concern, giving names, dates, places where possible and the reason why you are particularly

concerned. The earlier you express your concerns the easier it is to take action. If you do not wish to put the allegations in writing, the person to whom you are making the complaint will make a written record of the interview and will ask you to sign to confirm accuracy of the notes taken.

Although you will not be expected to prove the truth of your allegations, you will be required to demonstrate that there are sufficient grounds for your concern.

#### You should not:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated person's i.e. Deputy or Manager

**Within a week of the receipt of your concern, you will receive a written acknowledgement of your concern, with a copy of your statement where appropriate.**

The Deputy or Manager will investigate your concern and within 2 weeks you will be informed of what action is being taken and you will be kept up to date on the progress of the investigation. You will also be informed of the outcome of any investigation. If you are not satisfied with the outcome of the investigation, you may elevate your concerns directly to Ofsted.

#### Whistleblowing to OfSTED

*"There may be times when those working with young children will want to report to us concerns about practices and procedures for the safeguarding of children and young people"*

<http://www.ofsted.gov.uk/contact-us/whistleblower-hotline>

OfSTED can be contacted in three ways:

*Telephone:* 0300 123 3155 (Monday to Friday from 9.00m – 5.00pm).

*Email:* [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

*Write:* Whistle Blowing Hotline, Ofsted  
Piccadilly Gate  
Store Street  
Manchester M1 2WD

#### Unsure how to raise a concern with Employer or OfSTED

If you are unsure how to raise a concern with either the management at The Pre-School or OfSTED, you can get free, confidential advice from:

- the independent whistleblowing charity Protect (formerly Public Concern at Work); it can help you to decide whether and/or how to raise your concern. You can call on 020 3117 2520, download an online form <https://protect-advice.org.uk/contact-protect-advice-line> or for further information, go to the Protect website: <https://protect-advice.org.uk>– it includes guidance on whistleblowing legislation.

Or

- Contact the NSPCC on their whistleblowing advice line 0800 280 0285 or email [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk)

#### Review

This Policy has been reviewed and updated on **1<sup>st</sup> August 2025** by



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