

Sunbeams Play

Registered Charity No. 1152188

Safeguarding Children and Young People

12. Whistle Blowing and Handling Allegations within the Group.

Policy Statement

Whistleblowing is the term used when a worker passes on information concerning wrongdoing also referred to as 'making a disclosure' or 'blowing the whistle'. The wrongdoing will typically, although not necessarily, be something witnessed to have taken place at work. To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things:

1. That they are acting in the public interest* and not due to a personal grievance. Personal grievances and complaints are not usually covered by whistleblowing law.
2. That a worker must reasonably believe that the disclosure shows past, present or likely future wrongdoing falling into one or more of the following categories:
 - safeguarding
 - endangering of someone's health and safety
 - criminal offences (this may include, theft or fraud)
 - failure to comply with an obligation set out in law
 - miscarriages of justice
 - damage to the environment
 - covering up wrongdoing in the above categories.

The Whistleblowing law is located in the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998) and provides the right for a worker to take a case to an employment tribunal if they have been victimised at work or they have lost their job because they have 'blown the whistle'.

We are committed to:

- treating all disclosures consistently and fairly
- taking all reasonable steps to maintain the confidentiality of the whistleblower where it is requested (unless required by law to break that confidentiality)
- providing any information on any feedback a whistleblower might receive
- explain that anonymous whistleblowers would ordinarily be unable to receive feedback and that any action taken may be limited
- to ensuring that victimisation of a whistleblower is recognised by all as unacceptable.
- taking any instances of victimisation seriously and manage appropriately
- signposting to information and advice to those thinking of blowing the whistle, such as government guidance, Acas, Public Concern at Work or Trade Unions
- ensuring steps to be taken when blowing the whistle to the relevant prescribed person(s) are clear.

Dealing with disclosures

When a disclosure has been made and if those raising the concern are willing, a meeting will be held with them to gather all the information needed to fully understand their concern and depending on the situation may reach a suitable conclusion through the initial conversation. We are aware that if an investigation concludes that the disclosure was untrue it does not necessarily mean that it was a malicious action by a worker.

We are committed to:

- Treating all disclosures made seriously and through the same process.
- Providing support those raising a concern through access to mentoring, advice and counselling
- Reassuring them that their disclosure will not affect their position at work
- Documenting the whistleblower's request for confidentiality or anonymity
- Producing a summary of the meeting for record keeping, providing a copy to the whistleblower
- Allowing the worker to be accompanied by a trade union representative or colleague at any meeting about the disclosure, if they request it.
- Providing support such as mediation and dispute resolution after a disclosure has been made, to help rebuild trust and relationships in the workplace
- Recording all whistleblowing disclosures received and their nature including the date and content of feedback provided to whistleblowers.

In more serious cases such as safeguarding (Policy No's.1-15) we will inform the relevant authorities.

Safeguarding concerns

It is important to share **any** child protection concerns or allegations, regarding people who work with children, with Local Authority Designated Officer (LADO) and the social care services enabling a joint and open decision as to how to proceed. As an educational/childcare setting we are also required to inform Ofsted.

It is the duty of everyone in the group to pass on any concerns or allegations of child abuse without delay following guidelines. (Appendix A & B)

- The named Safeguarding Lead is Sue Carr who will refer all safeguarding concerns to the LADO (Local Authority Designated Officer)
- In her absence deputies are Monica Bates and Sarah Southernwood.
- In rare situations where the concerns are about the safeguarding lead, it is important to refer to the deputy person. This may not be appropriate; in which case any member may personally refer direct to LADO through a 'consultation form' which can be found at <https://norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/>
- In an emergency, dialing 999 or 112 (mobile phones outside of the country) may be the only sensible course of action.
- Both LADO and the police will advise, assist and support in any future actions that need to be taken e.g. informing parents/carers.

Any whistle blower disclosing information in good faith will be protected if s/he has reasonable suspicion of 'wrongdoing'.

Appendix:

A – Safeguarding flowchart

B – Raising a concern (non-safeguarding) flowchart

C – Reporting concern form

Legal framework

- Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998)

**Public interest – one or more people other than the whistleblower, within or outside of the setting.*

This policy was adopted on

20th April 2015

Policy updated

January 2022

Date to be reviewed

April 2022

Signed on behalf of the management committee



Name of Signatory *Monica Bates*

Role of Signatory *CFO*

Reviewed By	Date

Appendix B

Concern Form SG1/WB

Please complete this form to record details if you have any concerns about a member of staff or volunteer (If you are concerned about a child or young person's safety do not delay contacting Safeguarding Lead)

Staff/volunteer's name			
Role		Day/Date/Time	
Member of staff noting concern			

Concern (Please describe as fully as possible)	
Date	Signature

Actions Taken			
Date	Action Taken	Person taking Action	Signature

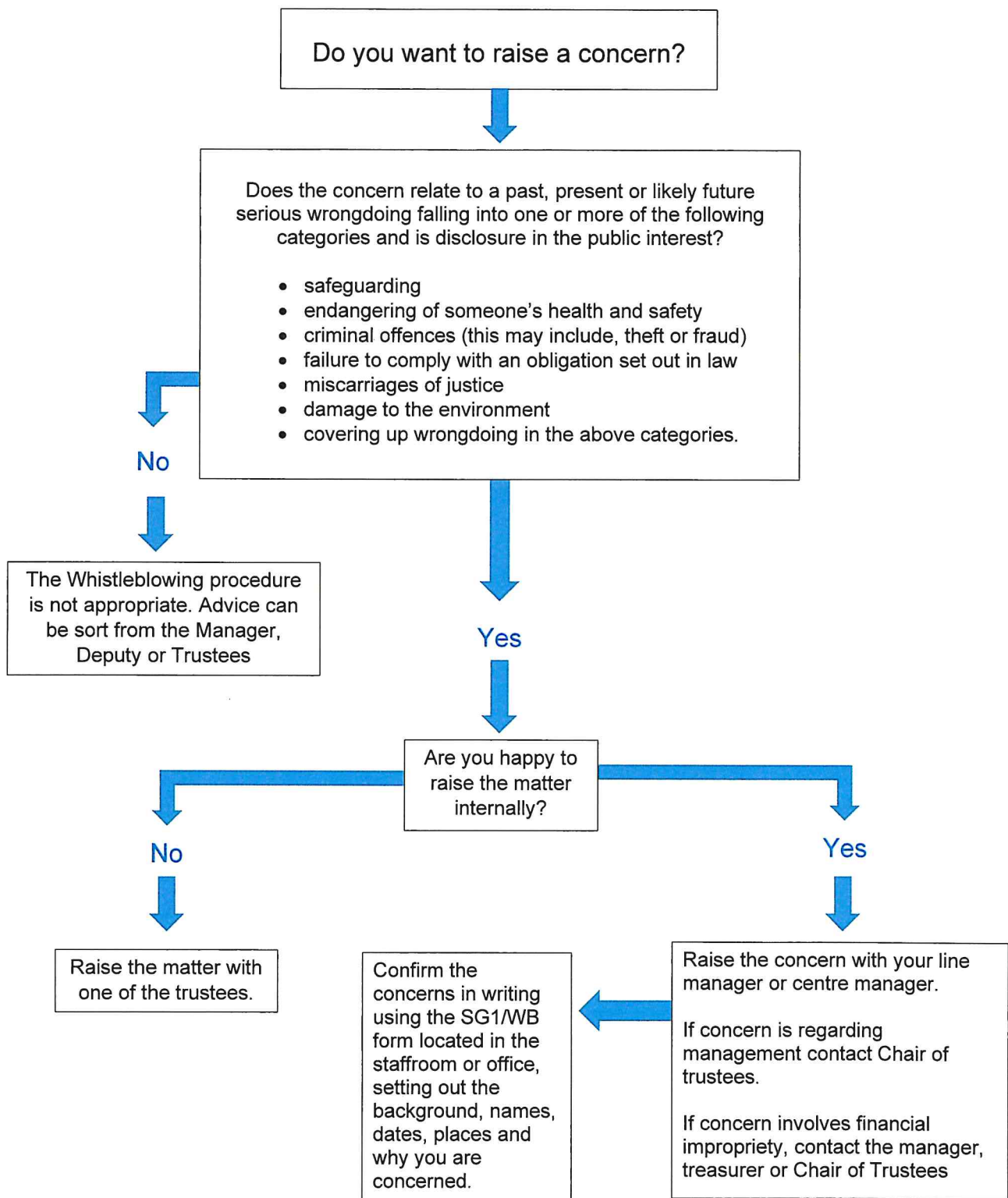
If your concern relates to a child or young person, please pass this form to the Designated safeguarding Lead. Other concerns can be given to your inline manager or Trustee


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graph TD
    Start([Start]) --> Q1{Does it concern a member of staff or volunteer?}
    Q1 -- Yes --> Q2{Is the concern about the Safeguarding Lead?}
    Q1 -- No --> A1[Report concerns and give written details to Safeguarding Lead by completing a SG1]
    Q2 -- Yes --> A2[Contact the Designated Officer (Deputy) Named Trustee or LADO  
01603 223473  
CADS  
0344 800 8021  
Police 101 for immediate action or 999 in an emergency.]
    Q2 -- No --> A3[Report concerns and give written details to Safeguarding Lead by completing a SG1/WB]
    A3 --> Q3{Do you have concerns for the child or young person's immediate safety?}
    Q3 -- Yes --> A4[Safeguarding Lead will contact:  
LADO  
01603 223473  
CADS  
0344 800 8021  
Police 101 for immediate action or 999 in an emergency.]
    Q3 -- No --> A5[The Safeguarding Lead will assess the concern, complete a SG2 form and contact relevant services]
    A4 --> A6[The Safeguarding Lead must contact Children's Services (CADS) to report concerns and complete a SG2 form]
    A5 --> A7[Safeguarding Lead will follow up with LADO in writing within 24 hours of contacting them.]
    A2 --> A7
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The flowchart outlines the procedure for reporting concerns about staff or volunteers. It begins with a decision point: "Does it concern a member of staff or volunteer?". If the answer is "No", the process moves to "Report concerns and give written details to Safeguarding Lead by completing a SG1". If the answer is "Yes", it asks "Is the concern about the Safeguarding Lead?". If "Yes", it provides contact details for the Designated Officer (Deputy) Named Trustee or LADO (01603 223473, CADS 0344 800 8021) and instructs to call Police 101 or 999 in an emergency. If "No", it instructs to "Report concerns and give written details to Safeguarding Lead by completing a SG1/WB". This leads to another decision point: "Do you have concerns for the child or young person's immediate safety?". If "Yes", the Safeguarding Lead will contact LADO (01603 223473, CADS 0344 800 8021) and call Police 101 or 999 in an emergency. If "No", the Safeguarding Lead will assess the concern, complete a SG2 form, and contact relevant services. Both paths for immediate safety concerns lead to the final step: "The Safeguarding Lead must contact Children's Services (CADS) to report concerns and complete a SG2 form". The path for concerns about the Safeguarding Lead also leads to a follow-up step: "Safeguarding Lead will follow up with LADO in writing within 24 hours of contacting them."

This chart is for guidance DO NOT delay reporting any concerns to the Safeguarding Team

Whistleblowing Flowchart



This chart is for guidance (If you are concerned about a child or young person's safety do not delay contacting Safeguarding Lead)