



## **Whistleblowing Policy & Procedure for Staff, Students and Volunteers**

### **Definition & Significance of Whistleblowing**

Whistleblowing is the term used for an employee, student or volunteer raising safeguarding or other concerns about the practice or conduct of another member of staff, including colleagues in a more senior role.

Safeguarding concerns may include any suspicion of involvement in any physical, emotional, sexual abuse or neglect of any child. This includes making inappropriate sexual comments, excessive one-to-one attention towards a particular child beyond the requirements of their usual role and responsibilities or inappropriate sharing of images or use of personal camera or mobile phone.

Other concerns may relate to health and safety, poor childcare practice, discriminatory behaviour, breaches of confidentiality, bullying, corruption, illegal acts or any other act that is encountered in the course or context of employment that may give cause for concern.

Employees are often the first to realise that there is something seriously wrong. They are encouraged to share any concerns immediately even if they feel that speaking up will cause conflict or get someone into trouble. Concerns **MUST NOT** be shared with colleagues but **MUST** be reported to Laura Bryson, the Designated Safeguarding Lead. In the absence of the DSL concerns must be reported to a Deputy Designated Safeguarding Lead, either Alison Holdsworth or Kayleigh Crouch.

### **Purpose of this Policy**

- To support all staff including students and volunteers to safeguard children and ensure a welcoming and inclusive environment for all children, parents and staff.
- To highlight that all staff, students and volunteers have a duty to act if they witness or learn about any inappropriate behaviour by another member of staff.
- To encourage staff, students and volunteers to feel confident in raising concerns without delay.
- To provide a clear framework for the formal reporting of concerns so everyone knows who they should speak to first.
- To reassure staff that you will be protected from possible reprisals or victimisation if you have reasonable belief that you have made a disclosure in good faith.



## **PROCEDURES**

### **How do I raise a concern & who should I speak to?**

If anyone is in **immediate** danger or at risk, please act immediately to stop any harm.

Otherwise, if you have witnessed something or have a concern you should act quickly and confidentially. Follow the instructions below as soon as possible and do not speak to anyone else.

- A) If the person you are concerned about is an Assistant, Practitioner, Teacher, Deputy, Student, Volunteer or Visitor:
  - 1. Speak to **Laura Bryson** who is the Director/Registered Person for Wise Owls.
  - 2. If Laura is absent or unavailable for a significant amount of time, contact **Alison Holdsworth**, Director/Deputy DSL on **07876727377** or **Kayleigh Crouch**, Lead Coordinator/Deputy DSL on **07799 490850**.
- B) If you are concerned about Laura Bryson you need to contact the Local Authority Designated Officer (LADO) for Brighton & Hove who is **Darrel Clews** on **01273 295643** or **07795 335879**.
- C) **Should you not be in agreement with the outcome of a complaint, staff should contact the LADO directly.**

**REMEMBER: YOU MUST TREAT THE MATTER CONFIDENTIALLY – THIS MEANS YOU MUST NOT SHARE YOUR CONCERNS WITH ANY ONE OTHER THAN THE APPROPRIATE CONTACTS ABOVE**