



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, mobile phone **or any electronic device with image sharing capabilities.**

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 Anna Olley, the Designated Safeguarding Lead. In the absence of the DSL concerns must be reported to Alison Holdsworth, the Deputy Designated Safeguarding Lead.

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 a 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 a Director, Practitioner, Room Leader, Student, Volunteer or Visitor:
 - Speak to **Anna Olley** who is the Director/DSL for Wise Owls.
 - If Anna is absent or unavailable for a significant amount of time, contact **Alison Holdsworth**, Director/Deputy DSL on 07935 748820 (Wise Owls office mobile).
 - If you are concerned about Anna Olley you need to contact the Local Authority Designated Officer (LADO) for Brighton & Hove, **Kay Whitcroft can be contacted on the following mobile number 07584 217271 and office number 01273 29040001273 295643 or 07795 335879.**
 - Email ladoenquiries@brighton-hove.gov.uk
- B) **Should you not agree with the outcome of a complaint, staff should contact the LADO directly.**

Further advice in this area can be found here: [Protect - Speak up stop harm \(protect-advice.org.uk\)](#)

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.

Ofsted provides guidance on how to make complaints about a provider:
<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

General guidance on whistleblowing can be found via:
<https://www.gov.uk/whistleblowing>

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



Written	September 2018
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Reviewed	November 2019 October 2020- AH June 2021 –LB November 2021 – LB March 2022 – LB March 2023 – DWN February 2024 – LB May 2025 - LB