

Telephone: (01274) 574539  
Email: office@canterbury.ngfl.ac.uk  
Website: [www.canterburycc.co.uk](http://www.canterburycc.co.uk)



Canterbury Nursery School  
and Centre for Children and Families

Basil Street,  
Bradford, BD5 9HL  
Executive Head Teacher: Duncan Jacques  
Head of School: Jackie Bracewell

# Policy

## Whistle Blowing

Statutory or Non Statutory	Statutory
Frequency of Review	Every Two Years
Last Review	November 2017
Next Review	November 2018
Website	Yes

## **Canterbury Vision**

*At Canterbury, children and their families are at the heart of an encouraging and challenging environment, where everyone recognises and celebrates differences, actively communicates the importance of learning and believes everyone can achieve.*

## **Statement of intent**

It is our intention that staff working at Canterbury Nursery School and Centre for Children and Families feel confident about coming forward and reporting any issues/concerns that they may have regarding the areas documented below, whilst remaining protected from any subsequent discrimination.

## **Aim**

- Ensure staff understand their responsibilities and feel confident in raising and reporting a serious concern at the earliest opportunity
- Provide avenues for staff to raise concerns and receive feedback on any action taken
- Ensure that staff receive a response to their concerns and that they are aware of how to pursue them if they are not satisfied
- Reassure staff that they will be protected from possible reprisals or victimisation if they have made any disclosures in good faith

Any concerns can be reported without this leading to any harassment or victimisation, and every effort will be made to keep both the concern and the member of staff's identity confidential.

What should be reported?

- The inappropriate treatment or care of a child or parent
- Any breach in the behaviours of managers, staff, students or volunteers
- Discrimination of any kind
- Concerns that could impact on the health, well-being and safety of the children or adults

## **Methods**

- A concern can be initially raised by any staff member to their line manager and/or a member of the SLT or Chair of Governors.
- Discuss the nature of the concern together with the background, history of the concern and provide the relevant dates of incidents.
- There is no expectation that staff prove beyond doubt the truth of their suspicion; however they will need to demonstrate that they are acting in good faith and there are reasonable grounds for their concern.
- All employees will be treated fairly.

**Concerns will be dealt with in the following way:**

- Initial enquiries will be made to decide whether an investigation is appropriate and if so what form it should take.
- The incident will be investigated by the line manager and/or a member of the Centre SLT
- If appropriate it will be referred and put through established Safeguarding children procedures and may form the subject of an independent inquiry
- Within ten working days of a concern being raised, the member of staff will receive in writing:
  - Acknowledgment that the concern has been received
  - An indication as to how the Centre Management intend to proceed to deal with the matter.
  - Supply the member of staff with information on staff support mechanisms
  - Inform the member of staff concerned as to whether any further investigation will take place and if not, why not.

It may be necessary for a member of the Centre SLT to interview staff to ensure that their disclosure is fully understood. Any meeting can be arranged away from the workplace, if so wished, and a representative or a friend may accompany the involved member of staff for support.

If there are any difficulties experienced as a result of raising a concern, support will be offered. Staff will be kept informed of the progress and outcome of any investigation to assure that any disclosure has been properly addressed unless legal reasons determine otherwise

Confidentiality will be maintained and every effort will be made not to reveal a member of staff's identity if they so wish. If however, a member of staff makes an allegation frivolously, maliciously or for personal gain, appropriate action may be taken, that could include disciplinary action.

The Public Interest Disclosure Act 1998 seeks to protect employees from discrimination as a result of 'blowing the whistle' on their organisation, or individuals within it, through amendments to employment law.

## Bibliography

**There are no sources in the current document.**

### **Reporting child protection / safeguarding concerns**

Wherever possible, staff, volunteers and visitors should follow the Child Protection policy and procedures. If this is not possible, the following steps should be taken.

#### Concerns about a child

In the first instance, the person with the concern should discuss this with the Designated Safeguarding Lead – action may already have been taken and/or the designated staff may have sought confidential advice from partner agencies such as children's social care or the police. If the individual is not satisfied with the outcome of this discussion, they should report their concerns to the Head of School or the designated child protection governor.

If the individual still has concerns about the safety or welfare of the child, they should contact at least one of the following:

- Executive Head teacher, Duncan Jacques
- Bradford MBC safeguarding lead, Suzanne Ellis **Tel:** 01274 437043  
**Email:** [suzanne.ellis@bradford.gov.uk](mailto:suzanne.ellis@bradford.gov.uk) [suzanne.ellis@bradford.gcsx.gov.uk](mailto:suzanne.ellis@bradford.gcsx.gov.uk)
- Bradford Children’s Social Work services MASH **Tel:** 01274 754343

If the child is in danger or at immediate risk of harm, anyone can make a referral to children’s social care [insert LA name & relevant contact numbers here]. The Designated Safeguarding Lead should be informed as soon as possible that a referral has been made.

Concerns about a colleague / adult in school

This relates to concerns that a member of staff, volunteer or other adult in school may have harmed a child/ren or behaved in a way that suggests they may be unsuitable to work with children. In line with the Bradford Safeguarding Children board ‘managing allegations against staff’ procedures, anyone who has concerns about the behaviour of another adult in school should report this to the Head of School in the first instance, unless the concern relates to that individual.

If the allegation or concern relates to the Head of School or there is reason to believe that the Head of School is not taking the appropriate action/the individual does not believe their concerns are being taken seriously - they should contact at least one of the following:

- Executive Head teacher, Duncan Jacques
- Safeguarding governor
- Exceed Trust HR manager, Marita Sorial
- 1. Bradford MBC safeguarding lead, Suzanne Ellis, who will liaise with the Local Authority Designated Officer **Tel:** 01274 437043 **Email:** [suzanne.ellis@bradford.gov.uk](mailto:suzanne.ellis@bradford.gov.uk) [suzanne.ellis@bradford.gcsx.gov.uk](mailto:suzanne.ellis@bradford.gcsx.gov.uk)
- If the incident or concern is so serious as to warrant a police investigation, or a child has been placed at immediate risk of harm, the police

Any professional with concerns about child protection or safeguarding can also contact the NSPCC whistleblowing helpline on 0800 028 0285 or Ofsted on 0300 123 1231

**Confirmation the Policy in respect of Canterbury Nursery School and Centre for Children and Families has been discussed by the Governing Body**

Signed by:

Chair of Governors: ..... Date: .....

Executive Head / Head of School: ..... Date .....

Agreed at the Governing Body Meeting on: .....