**Whistleblowing**

**APPENDIX B – Taken from Early Years Procedure Managing Allegations Against Adults who Work with Children (Coventry Early Years Safeguarding Webpage)**

Whistleblowing is the tool by which staff can voice their concerns in relation to any kind of information or activity that is deemed illegal, unethical, or not correct which is made in good faith, without fear of repercussion. Early years settings should have a clear and accessible whistleblowing policy that meets the terms of the Public Interest Disclosure Act 1998. Staff who use whistle blowing procedures should have their employment rights protected. Staff should recognise their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. Not do so may result in charges of serious neglect on their part where the welfare of children may be at risk.

As part of your safeguarding and child protection policy, clear procedures for dealing with allegations against persons working in or on behalf of your provision should be included.

The policy should clearly state:

* That it applies to all team members including management, students and volunteers.
* Make it clear that the employer is committed to tackling unprofessional conduct and report any behaviour by colleagues that raises concern.
* Make it clear to the staff that unprofessional conduct is a serious matter which will be dealt with in accordance with the whistleblowing and managing allegations of abuse policy.
* Explain the Public Interest Disclosure Act 1998) protects workers who report unprofessional conduct and report any behaviour by colleagues that raises concern within the work place.
* Ensure confidentiality for the whistle-blower who requests it.
* Establish time limits to ensure that a concern will be dealt with promptly.
* Provide assurance that feedback will be provided about the progress and outcome of the investigation where appropriate to do so.
* When an allegation is being made, record factually what is being alleged, by whom and state the time, place and details of the incident, any action taken and whether there were any potential witnesses. The record needs to be signed and dated by the person raising the concern.
* Provide information about the relationship between the whistleblowing policy and the employer’s other policies and procedures.
* Report allegations against staff, students and volunteers to their manager, or registered provider, or where they have concerns about the manager’s response report these directly to the Local Authority Designated Officer (LADO)