



Hopton school house Playgroup and OOSC policies

5.3 Whistleblowing Policy

Policy Statement

At Hopton school house, we are committed to providing a safe, secure, and supportive environment for children, families, staff, volunteers, and visitors. We promote a culture of openness, transparency, and accountability where concerns can be raised without fear of victimisation, discrimination, or disadvantage.

Whistleblowing is an important safeguarding practice that enables staff and others to report concerns about poor practice, misconduct, wrongdoing, or risks to children and vulnerable individuals.

We encourage all staff, volunteers, students, apprentices, committee members, and visitors to raise concerns where they believe a child may be at risk of harm or where unsafe, illegal, unethical, or inappropriate practices are taking place.

Aims

This policy aims to:

- Promote a culture of safeguarding and accountability.
- Encourage individuals to report concerns promptly.
- Protect individuals who raise genuine concerns in good faith.
- Ensure concerns are investigated appropriately.
- Prevent harm to children and others.
- Comply with legal and safeguarding responsibilities.

Legal Framework

This policy is based on:

- Public Interest Disclosure Act 1998 (PIDA)
- Employment Rights Act 1996
- Children Act 1989
- Children Act 2004
- Childcare Act 2006
- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Working Together to Safeguard Children
- Safeguarding Vulnerable Groups Act 2006



Hopton school house Playgroup and OOSC policies

- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Gloucestershire Safeguarding Children Partnership Procedures

Scope

This policy applies to:

- Employees
- Managers
- Volunteers
- Students
- Apprentices
- Agency staff
- Bank staff
- Committee members
- Contractors
- Visitors

What is Whistleblowing?

Whistleblowing occurs when an individual reports concerns about wrongdoing, malpractice, misconduct, unsafe practice, or risks to others.

Examples may include:

- Abuse or neglect of a child.
- Failure to follow safeguarding procedures.
- Unsafe working practices.
- Criminal activity.
- Fraud or financial misconduct.
- Breaches of health and safety.
- Bullying, harassment, or discrimination.
- Serious breaches of policies and procedures.
- Actions that place children at risk of harm.
- Attempts to conceal wrongdoing.

Safeguarding Concerns



Hopton school house Playgroup and OOSC policies

Where a concern relates to the safety or welfare of a child, safeguarding procedures must take priority.

Concerns should be reported immediately and without delay.

If a child is at immediate risk of harm, emergency services should be contacted by dialling **999**.

Protection for Whistleblowers

The setting will ensure that individuals who raise genuine concerns in good faith:

- Are treated fairly.
- Are supported appropriately.
- Are protected from victimisation or harassment.
- Are not disadvantaged as a result of raising concerns.

No action will be taken against an individual who raises a genuine concern, even if the concern is ultimately not substantiated.

However, malicious or knowingly false allegations may result in disciplinary action.

Whistleblowing Procedure

Step 1 – Raise the Concern

Concerns should be raised as soon as possible.

Where appropriate, concerns should initially be reported to:

The Manager

Name: Chanelle Uzzell

Telephone: 01453542489

Email: managers.hoptonhouse@hotmail.com

Provide as much information as possible, including:

- What happened.
- Who was involved.



Hopton school house Playgroup and OOSC policies

- When and where the incident occurred.
- Any witnesses.
- Any evidence available.

Step 2 – Escalate the Concern

If the concern involves the Manager, or if the individual feels unable to report to the Manager, concerns should be reported to:

Registered Person/Owner/Committee Chair

Name: Paul Howard

Telephone: 01453 542489

Email: Paul.howard@kerry.com

Step 3 – External Reporting

If concerns remain unresolved, involve safeguarding issues, or if the individual believes the matter is not being addressed appropriately, concerns may be reported to relevant external agencies.

Gloucestershire Safeguarding Contacts

Gloucestershire Children's Social Care

Telephone: **01452 426565**

Out of Hours Emergency Duty Team:

Telephone: **01452 614758**

Gloucestershire Safeguarding Children Partnership (GSCP)

[Gloucestershire Safeguarding Children Partnership](#)

Local Authority Designated Officer (LADO)



Hopton school house Playgroup and OOSC policies

Concerns regarding the behaviour of an adult working with children should be reported to the Local Authority Designated Officer (LADO).

Gloucestershire LADO

Telephone: **01452 426994**

Email: **Amend according to current Gloucestershire guidance**

The LADO should be contacted when an adult has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved in a way that indicates they may pose a risk to children.

Ofsted

Concerns may also be reported directly to Ofsted.

Ofsted Whistleblowing Hotline

Telephone: **0300 123 3155**

General Enquiries:

Telephone: **0300 123 1231**

[Ofsted Contact Information](#)

NSPCC Whistleblowing Advice Line

The NSPCC operates a dedicated whistleblowing service for professionals and members of the public concerned about how child protection issues are being handled.

NSPCC Whistleblowing Advice Line

Telephone: **0800 028 0285**

Email: help@nspcc.org.uk

[NSPCC Whistleblowing Advice Line](#)



Hopton school house Playgroup and OOSC policies

Recording Concerns

All concerns raised under this policy will be:

- Taken seriously.
- Recorded appropriately.
- Investigated promptly.
- Treated confidentially wherever possible.

Records will include:

- Date of concern.
- Nature of concern.
- Action taken.
- Outcome of investigation.

Records will be stored securely in accordance with data protection requirements.

Confidentiality

The setting will make every effort to protect the identity of individuals raising concerns.

However, confidentiality cannot always be guaranteed where:

- Safeguarding concerns require investigation.
- Legal proceedings arise.
- Information is required by statutory agencies.

Investigation Process

Upon receiving a concern, the setting will:

- Acknowledge receipt of the concern.
- Assess the seriousness of the issue.
- Determine whether immediate action is required.
- Undertake an investigation where appropriate.
- Seek advice from relevant agencies if necessary.
- Inform the whistleblower of outcomes where possible.

Support for Staff



Hopton school house Playgroup and OOSC policies

The setting recognises that reporting concerns can be difficult.

Individuals raising concerns may receive:

- Management support.
- Access to supervision.
- Signposting to professional advice where appropriate.

Failure to Report Concerns

Failure to report safeguarding concerns or serious misconduct may itself constitute a disciplinary matter.

All staff have a professional responsibility to act when concerns arise.

Related Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy

- Staff Code of Conduct
- Safer Recruitment Policy
- Complaints Policy
- Allegations Against Adults Policy
- Adult Behaviour Policy
- Health and Safety Policy