

# **NETHER GREEN JUNIOR AFTER SCHOOL CLUB**

## **Safeguarding children Whistle blowing policy**

### ***Policy statement***

Nether Green Junior After School Club is committed to the highest possible standards of openness, integrity and accountability. In line with this commitment, we encourage staff and others with genuine concerns about any person linked with the setting and/or others (e.g. Parents/Carers) to come forward and voice those concerns. *Employees are often the first to realise that there may be something seriously wrong within their setting. However, they may not express their growing concerns because they feel that speaking up would be disloyal to their colleagues or effect their current employment status. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may be just suspicion or malpractice and wrongdoing at work.*

This policy document makes it clear that employees, Parents/Carers and others can do so without fear of reprisals. The Whistle blowing Policy is intended to encourage and enable staff and others to raise such concerns **within** Nether Green Junior After School Club rather than overlooking the problem. The procedure allows Staff, Volunteers, Parents/Carers and outside agencies to raise concerns about the Management or the Staff of Nether Green Junior After School Club.

### ***AIMS OF THIS POLICY***

This policy aims to:

- Provide avenues for you to raise genuine concerns and receive feedback on any action taken;
- Allow you to take the matter further if you are dissatisfied with the outcome or response;
- Reassure you that steps will be taken to protect you from reprisals or victimisation for whistleblowing in good faith.

There are existing procedures in place to enable you to lodge a grievance relating to staff's own employment, Parent/Carer concerns or complaints, and issues raised by outside agencies. This Whistle blowing policy is intended to cover genuine concerns that fall outside the scope of other procedures.

That concern may be about something that:

- Is against the policies and procedures of Nether Green Junior After School Club
- Falls below established standards of practice;
- Amounts to improper conduct;
- Is a Health and Safety risk, including risks to the public as well as children, other colleagues, Parents/Carers and others;
- Contributes to a safeguarding risk involving children in the care of the club

The procedure will be communicated to all employees as well as Parents/Carers, Students and others.

### ***HARASSMENT OR VICTIMISATION***

Nether Green Junior After School Club recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal. Nether Green Junior After School Club will not tolerate harassment or victimisation and will take action to protect you when you raise a concern in good faith. However, should you feel that you have suffered harassment, either directly or indirectly as a result of raising a concern, you should refer to the Staff Handbook, or Complaints Policy.

This does not mean that if you are already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of your whistle blowing. This applies to Parents/Carers of the setting who then decide to seek alternative childcare.

## **CONFIDENTIALITY**

Nether Green Junior After School Club will do its best to protect your identity when you raise a concern. However, it must be appreciated that, in the interests of natural justice, any investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

## **ANONYMOUS ALLEGATIONS**

You are strongly encouraged to put your name to any allegation. Concerns expressed anonymously are much less powerful. Anonymous allegations will be considered and any action taken at the discretion of Nether Green Junior After School Club and in conjunction with the relevant agencies where appropriate. In exercising this discretion, the following factors will be considered when dealing with an allegation:

- The seriousness of the issues raised;
- The credibility of the allegation;
- The likelihood of confirming the allegation from attributable sources.

## **MALICIOUS OR VEXATIOUS ALLEGATIONS – STAFF**

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make a malicious or vexatious allegation, disciplinary action may be taken against you in accordance with the Nether Green Junior After School Club policies.

## **HOW TO RAISE A CONCERN (for employees)**

As a first step, you should normally raise concerns with the Nether Green Junior After School Club Manager. This depends, however, on the seriousness and sensitivity of the issues involved and who you think may be involved in the malpractice. For example, if you believe that the manager is involved, you should approach the Management Committee Chair, who at the point of this policy renewal is Meredith Topliss, (contact details found at the front of NGJASC policy file) or can be sought from senior member of the team. You can also contact the Whistle Blowing Helpline on 0800 028 0285. You can also contact the Social Services Referrals Department for advice and assistance 0114 273 4855. Concerns are better raised in writing; details are found at the bottom of this page. You are advised to set out background and history of your concerns, giving names, dates and places, where possible, and the reason why you are particularly concerned about the situation.

The earlier you express your concern, the easier it is for Nether Green Junior After School Club, Social Services or the relevant Safeguarding Officer attached to the setting to take action. Although you are not expected to prove the truth of an allegation, you will need to demonstrate to the person contacted that there are sufficient grounds for initial enquiries to be made.

## **HOW NETHER GREEN JUNIOR AFTER SCHOOL CLUB WILL RESPOND.**

The action taken by Nether Green Junior After School Club will depend on the nature of the concern. The matters raised may:

- Be investigated internally;
- Be referred to the Police;

Allegations referred directly to the Safeguarding Officer or Social Services will be dealt with in accordance with their policies and procedures. Any person who is the subject of an allegation should at the appropriate times be given details of the allegation, in order to respond. To protect individuals, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope of specific procedures (e.g. Safeguarding or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for an investigation. The following process will be followed in the event of complaints:

- Nether Green Junior After School Club will ensure that a letter is sent to confirm the receipt of the complaint.

- The complaint will then be fully investigated and within 5 days of when the complaint was first received. Nether Green Junior After School Club endeavour to investigate all complaints in a non-discriminatory manner.
- A letter will be sent detailing how Nether Green Junior After School Club has dealt with the complaint.
- The complaint will be recorded in the safeguarding concerns file, kept locked away in the desk (Manager/DSL and the Designated Safeguarding Deputy have a key).

**HOW THE MATTER CAN BE TAKEN FURTHER**

If the complaint has not been dealt with in a manner which is satisfactory to the employee, Parent/Carer or others involved, then they can contact OFSTED directly at the following address.

**Ofsted's dedicated Whistleblowing Hotline (0300 1233155)  
It is staffed from 8am to 6pm, Monday to Friday.**

**Whistleblowing disclosures can also be submitted to Ofsted by email to the Ofsted whistleblowing team ([whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)) or by post to:**

**WBHL  
Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD**

By registering a formal complaint with OFSTED, an Officer in most cases will be sent to the Club to carry out a further investigation. If applicable, a report would then be sent with action points.

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| This policy was adopted at a meeting of      | Nethergreen Junior After School Club |
| Held on                                      | Nov 2020                             |
| Date to be reviewed                          | Oct 2021                             |
| Signed on behalf of the Management committee |                                      |
| Name of signatory                            | Tammy Nelson                         |
| Role of signatory                            | Manager                              |