

WHISTLE BLOWING POLICY: Reporting concerns about other staff, volunteers and external services involved with the care of children. March 15

Children have the right to be safeguarded against unsafe or unprofessional actions and behaviours of childcare providers. The rights of the children take priority over the rights of staff.

You have a duty to report and take action if you have genuine concerns about any practice which might result in harm to a child- see safeguarding policy for further details of types of harm. Serious cases could result in prosecution and staff may be deemed unfit to work with children.

It is the duty of staff to report any incidents where staff are clearly disregarding Toots policies and procedures resulting in negligence, physical abuse or any form of verbal abuse towards a child or an adult. This could include physical or verbal incidents, inappropriate use of digital equipment- phones, cameras. Report to the Designated Safeguarding lead and the incident may be reported to Mash or Wandsworth Safeguarding Standards Service (LADO) within 24 hours if any form of abuse is suspected. OFSTED will be informed within 14 days.

CONFIDENTIALITY: Information and details about your concerns must be restricted to those persons who have a need to know in order to:

- Protect children
- Facilitate enquiries
- Manage disciplinary/complaints processes.

You must not share details with anyone else unless they are directly involved in the processes as this violates the rights of the child, the parents and/or the child care provider/staff member.

If you report a concern about another child care provider, you may not necessarily be given direct feedback on the progress of the investigation due to confidentiality reasons.

Incidents relating to the abuse of a child by our staff or volunteers witnessed outside the nursery must be also reported.

Staff who are witnessed stealing or working whilst appearing under the influence of alcohol or drugs must be reported to the Designated Safeguarding Lead

Staff should complete a signed report of the incident witnessed including times and dates. If the situation concerns a member of management, staff must contact the LADO or the police if appropriate.