



**LEASOWES EXTRA
Whistle Blowing Policy**

Date approved: March 2026	Written by: J.Caven Business Manager
Date to be Reviewed: March 2027	Approved by: G.Bettany Chair of Trustees

1.Statement of Intent

Leasowes Extra is committed to open and honest communication and ensuring the highest possible standards in integrity – we will always treat whistleblowing as a serious matter.

In line with the setting’s commitment to openness, probity and accountability, members of staff are encouraged to report concerns. This policy will work to ensure that, if an employee sees or suspects that something is wrong, they will raise this with the setting. This is known as “blowing the whistle” – a phrase that is used throughout this policy and should be viewed as a positive action of speaking up.

This policy seeks to ensure that any member of staff who suspects malpractice knows how to raise concerns and what procedures are in place to deal with the concern.

Where this policy necessitates personal or special category data to be processed, it will be done so in accordance with the setting’s Data Protection Policy. This policy will not be confused with the setting’s Grievance Policy and Disciplinary Policy and Procedure.

This policy will:

- Give confidence to members of staff when raising concerns about conduct or practice that is potentially illegal, corrupt, improper, unsafe or unethical, or which amounts to malpractice or is inconsistent with the setting’s standards and policies.
- Provide members of staff with avenues to raise concerns.
- Ensure that members of staff receive a response to the concerns they have raised and feedback on any action taken.
- Offer assurance that members of staff are protected from reprisals or victimisation for whistleblowing action undertaken in good faith and within the meaning of the PIDA.

Under this policy, any of the following can raise a concern:

- Employees of the setting
- Voluntary workers working with the setting
- Trainees, such as students and apprentices

2. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Public Interest Disclosure Act 1998 (PIDA)
- Employment Rights Act 1996
- DfE Keeping Children Safe in Education 2025
- GOV.UK Whistleblowing for employees
- Sir Robert Francis (2015) Freedom to speak up report

This policy operates in conjunction with the following setting policies:

- Safeguarding and Child Protection Policy
- Disciplinary Policy and Procedure
- Complaints Procedures Policy
- Data Protection Policy

3. Definitions

Whistleblowing is when an employee reports suspected wrongdoing, or 'qualifying disclosures', at work to their employer.

As outlined by the PIDA, qualifying disclosures pertain to when any of the following takes place:

- A criminal offence has been committed, is likely to be committed or is being committed
- A person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject
- A miscarriage of justice has occurred, is occurring or is likely to occur
- The health or safety of any individual has been, is being or is likely to be endangered
- The environment has been, is being or is likely to be damaged
- Information tending to show any matter falling within any of the preceding points has been, is being or is likely to be deliberately concealed

In the public interests means that an individual acted outside of their own personal interest – they acted for more than personal gain. It is not necessary for the disclosure to be of interest to the entire public. The following considerations are often used as a test to establish whether something is within the scope of public interest:

- The number of people in the group whose interests the disclosure served
- The nature of the interests and the extent by which individuals are affected by the wrongdoing disclosed
- The nature of the wrongdoing disclosed
- The identity of the alleged wrongdoer

Blacklisting refers to an individual who is being refused work because they are viewed as a whistleblower.

Grievances involve someone filing a complaint because they personally have been mistreated in some way – the person making the complaint will have a direct interest in the outcome. It is important to understand the difference between raising a grievance and blowing the whistle.

4. Role and Responsibilities

The Trustees will be responsible for:

- Establishing and agreeing the whistleblowing procedure.
- Ensuring the agreed whistleblowing procedure is published on the setting's page on the school website
- Monitoring the effectiveness of this policy and undertaking any necessary reviews, e.g. in relation to good practice recommendations or changes in legislation.
- Ensuring all members of the setting have access to this policy.
- Investigating any concerns that are raised.
- Ensuring this policy provides an open and transparent framework where employees of the setting can raise their concerns.
- Taking the necessary action against members of staff following an investigation into any alleged malpractice.

The Business Manager will be responsible for:

- Ensuring all members of staff have read and understood this policy.
- Receiving, investigating and responding to any concerns that have been raised by staff.
- Being the first point of contact regarding whistleblowing.

The Chair of Trustees will be responsible for receiving any concerns raised about the Business Manager.

All members of staff will be responsible for:

- Raising any concerns that meet the definitions in the definitions section of this policy.
- Being truthful and reasonable with any concerns that they have.
- Not raising malicious or unfounded concerns.

5. Harassment and Victimisation of Staff

The setting recognises that the decision to report a concern can be a difficult one to take, not least because of the fear of reprisal from those responsible for the malpractice or from the setting as a whole; however, the setting will not tolerate any such harassment or victimisation and will take appropriate action to protect staff who raise a concern in good faith.

Staff are protected in law by the PIDA, which gives employees protection from detriment and dismissal where they have made a protected disclosure, providing the legal requirements of the Act are satisfied, e.g. the disclosure was in the public interest.

Any member of staff who victimises or harasses a member of staff as a result of their having raised a concern in accordance with this policy will be dealt with under the setting's Disciplinary Policy and Procedure

6. Non-employees

The PIDA and the Employment Rights Act 1996 do not protect non-employees as far as whistleblowing is concerned. Irrespective of this, the setting will not allow harassment, dismissal or exclusion for any non-employee who raises a genuine concern.

Where an individual feels they have been unfairly treated following blowing the whistle, they should make a complaint under the setting's Complaints Policy and Procedure.

Trustees are not employees and, while they are responsible for ensuring there is a whistleblowing procedure in place, they are not protected under the PIDA.

7. Good Practice Principles

The setting will implement the core whistleblowing principles, as outlined in the 'Freedom to speak up report', to ensure that whistleblowing procedures are fair, clear and consistent.

The setting will implement a culture of change by ensuring the following principles are reflected in our ethos and values – there will be a culture:

- Of safety in the setting.
- Where people feel confident with raising concerns.
- Free from bullying.
- Of visible leadership.
- Of valuing staff.
- Of reflective practice. By providing a clear procedure for mediating and resolving cases as outlined in the 'Procedure' section of this policy. This Procedure includes:
 - How to raise and report concerns
 - How investigations will be conducted

How the setting will mediate and resolve disputes

- Of efficiency when handling cases

The setting will implement measures to support good practice by ensuring adherence to the following principles:

- Offering relevant training to staff
- Providing the necessary support to staff
- Providing support to staff who are seeking alternative employment
- Being transparent
- Being accountable
- Conducting an external review of any concerns raised, where necessary
- Undertaking regulatory action as required

We will ensure there are particular support measures in place for vulnerable groups by adhering to the following principles:

- Ensuring non-permanent staff are taught, and receive training on, the same principles as permanent staff
- Ensuring trainees are subject to all the safeguarding and whistleblowing principles
- Ensuring staff from ethnic minorities are supported, as they may feel particularly vulnerable when raising concerns
- Ensuring staff are empowered and protected, enabling them to raise concerns freely

8. Procedure

When raising concerns, individuals will express them in writing using the attached form (appendix A) to the Business Manager. If an individual is raising a concern about the Business Manager, they should express their concerns in writing to the Chair of the Trustees. Where this is the case, the Chair of the Trustees will take on the Business Manager's duties outlined in the interview and investigation section of this policy.

When individuals raise their concern, they will include the following information as far as possible:

- The background and history of the concern
- Any relevant names, dates and places
- The reasons for the concern

The setting encourages individuals to let their identity be known when they raise concerns, as anonymous concerns can be challenging to investigate.

Individuals who would like to seek professional and confidential advice should contact Protect, a registered charity that advises on whistleblowing queries. The Protect website can be accessed here (www.protect-advice.org.uk) or they can be contacted on 020 31172520.

Once an individual has raised a concern, the setting will be responsible for investigating it.

In certain instances, it may be appropriate for the individual to raise the concern with an outside agency, e.g. the police, depending on the severity of the concern. Equally, it may be appropriate for the individual to request that their trade union raises the matter.

If a member of staff feels they should report a concern to the (Education and Skills Funding Agency (ESFA), they should use the online contact form.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, other channels are open to them:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

- Ofsted provides guidance on how to make complaints about a childcare provider: [Complaints procedure - Ofsted - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complaints-procedure-ofsted).

- General guidance on whistleblowing can be found via: [Whistleblowing for employees](#).

The setting, or the appropriate external agency, will acknowledge receipt of a disclosure but, unless additional information is required, will not contact or engage in dialogue with the whistle-blower, as this may undermine the legitimacy of the investigation outcome.

9. Interview and Investigation

The Business Manager will write to the individual within 10 working days of the initial disclosure to confirm that the concern has been received, as well as to indicate proposals for dealing with the matter.

The initial stage will be an interview with the whistle-blower and then an assessment of further action will be discussed. During this initial stage the Business Manager will establish if:

- There are grounds for a concern and that it is genuine.
- The concern was raised in accordance with this policy.

During the initial interview the Business Manager will request that the individual puts their concern in writing, if they have not already done so using appendix A. The Business Manager will write a summary of the concern if the individual is unable to put it in writing themselves.

The Business Manager will explain the following to anybody raising a concern:

- How they will communicate with the complainant throughout the process. It should be noted, the need for confidentiality may prevent the setting giving the complainant specific details of any necessary investigation or any necessary disciplinary action taken as a result of the concern.
- That the complainant's identity will be kept confidential from the alleged wrongdoer.
- That the governing board will do everything in its power to protect the complainant from discrimination.
- That if the concern is genuine, even if the concern is not confirmed, no disciplinary action will be taken against the complainant.

If clear evidence is uncovered that the complainant's concern is malicious or unfounded, disciplinary action may be brought against them.

If an investigation is carried out, the whistle-blower will be informed of the final outcome.

A record will be kept of the seriousness of the issues raised and the credibility of the concern. All records will be kept confidential and will be securely stored in line with current data protection laws.

It may be possible for the concern to be resolved by simply agreeing the necessary action or explaining procedures to the alleged wrongdoer; however, depending on the severity and nature of the concern, it may:

- Be investigated by management, an internal audit or through the disciplinary process.
- Be referred to the police or an external auditor.
- Form the subject of an independent inquiry.

If the investigating officer needs to talk to the whistle-blower, they are permitted to be accompanied by a trade union representative, a professional association representative, a friend or a fellow member of staff not involved in the area of work that the concern relates to. This person will provide support only and will not be allowed to become involved in the proceedings.

A record will be made of the nature and outcome of the concern. The purpose of this is to ensure that a central record is kept which can be cross-referenced with other complaints to monitor any

patterns of concern across the setting and to assist in monitoring the procedure.

The whistle-blower will be informed of the results of the investigation, and any action that is proposed will be subject to third party rights. Where action is not taken, the individual will be given an explanation.

Appropriate procedures will be put in place for concerns about poor or unsafe practice and potential failures in the setting's safeguarding system.

10. What the Setting Asks of the Whistleblower

The purpose of this policy is to enable individuals to raise concerns in confidence, without any fear of reprisal. It is important that whistle-blowers:

- Do not talk about the concern outside the setting unless it is to report the concern through the proper external channels, e.g. the LADO, police or ESFA
- Declare any personal interest in the matter, as the policy is designed to be used in the interest of the public and not for individual matters.

11. Appeal Process

If no action is to be taken and/or the individual is not satisfied with the way the matter has been handled, they can make a complaint under the setting's Complaints Policy and Procedure.

12. Unfair Treatment

An individual can take a case to an employment tribunal if they feel that they have been treated unfairly as a result of whistleblowing. Further information can be sought from the Citizen's Advice Bureau, the whistleblowing charity Protect, or from an individual's trade union.

Any claims of unfair dismissal need to be made within three months of the investigation ending.

13. Monitoring and Review

The governing board will review this policy annually, ensuring that all procedures are up-to-date. Any changes made to this policy will be communicated to all members of staff.

Whistle Blowing Report Form

Name:

Date:

Setting:

Please give a detailed account of your concern? (Please include any background and history, list any relevant names, dates and places and the reasons for the concern)

Were there any other witnesses? If so, please give their full contact details.

Did you take any action at the time? – if so, please outline what action you took.

If you did not act at the time, please give details as to why you took no action.

Signed:

Date:

Role: