



## Squirrel Hayes First School

Policy Reviewed on	October 2016	October 2017	Oct 2018	Oct 2019	Oct 2020	Nov 2021	Oct 2022	Oct 2023
Policy Owner Signature	N Stroud	N Stroud	Mrs Oakes	Mrs Oakes	Mrs Oakes	Mrs Oakes	Mrs Oakes	Mrs Oakes
Policy adopted by the Governing Body on	April 2013	30.11.2017	06.12.2018	Oct 2019	Oct 2020			
Chair of Govs/Committee Signature								
Policy Review Date	October 2017	October 2018	Oct 2019	Oct 2020	Oct 2021	Oct 2022	Oct 2023	Oct 2024
Version	5	6	7	8	9	10	11	12

# Whistle Blowing Policy to Safeguard and Promote the Welfare of Children

<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.





## **SECTION 2D**

### **Staffordshire Safeguarding Children Board (SSCB) and Stoke on Trent Safeguarding Children Board (SCB)**

### **Organisational Whistle Blowing Policy to Safeguard and Promote the Welfare of Children**

### **Adopted by Squirrel Hayes First School**

#### **Introduction**

Improving the way in which people and organisations safeguard and promote the welfare of children is crucial to improving outcomes for children and young people and key local organisations named under section 11 of the Children Act 2004, have a duty to demonstrate that they have effective arrangements in place within their organisation to safeguard and promote the welfare of children. Governing Bodies of Maintained schools have a similar duty under section 175 of the 2002 Education Act, and Independent Schools, Academies and the Further Education Sector under Section 157 of the same Act. These key bodies have to demonstrate that they have an effective whistle blowing process in place and that their workforce is aware of this process. This document therefore aims to offer a standard policy template for adoption by organisations that:

- Have a whistle blowing policy in place but it makes little or no specific reference to the safeguarding of children and young people;
- Do not have an existing whistle-blowing policy in place within their organisation and are required under section 11 processes to have one; and
- Organisations where there is not a section 11 requirement, but who wish to promote good practice within their organisations.

#### **Policy Statement**

Staffordshire Safeguarding Children Board (SSCB) and Stoke-on-Trent Safeguarding Children Board (SCB) expect **all staff and employees including adults working with children and young people, temporary staff, volunteers, students, contractors or**

**external partner agencies**, to express any concerns that they may have with regards to the conduct of any individual(s). The term 'staff' will hereafter include all of the wider workforce, as stated above?

In line with the expectations of both Boards, Squirrel Hayes First School is committed to the highest standards of openness, integrity and accountability. All persons working for, or with this organisation, must feel safe and supported in order to express their concerns.

This policy document is intended to encourage and enable our staff to raise their concerns and to do so without fear of victimisation or discrimination. It does not replace the Complaints Procedure or the Safeguarding Policy or Squirrel Hayes First School's standard procedures for reporting allegations or concerns about staff or volunteers. It is supplementary to Squirrel Hayes First School's Whistle Blowing Policy in regards to other forms of malpractice covered under the 'Public Interest Disclosure Act'.

<http://www.squirrelhayes.staffs.sch.uk/>

The Public Interest Disclosure Act (PIDA) protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing. The concern may relate to something that is happening or has happened in the past. The PIDA covers all workers, including temporary agency staff. It does not cover the self-employed or volunteers. The Act also provides protection should individuals have difficulty gaining a reference from an employer because they have raised a concern. It makes it clear that any clause in a contract that purports to gag an individual from raising a concern that would be protected under the Act is void.

<https://protect-advice.org.uk/pida/#:~:text=PIDA%20makes%20it%20unlawful%20to,PIDA%20are%20day%20one%20rights.>

This policy should be read in conjunction with:

- Safeguarding Policy (Incorporating Child Protection)
- Managing Allegations of Abuse against People Who Work With Children Procedure
- Peer on Peer Abuse (Including Sexual Violence and Sexual Harassment between children)

## **Aims**

This policy aims to:

- Encourage adults working for or within the organisation to feel confident in raising concerns;
- Provide a process by which concerns can be raised and dealt with;
- Receive feedback on the process (where appropriate); and
- Provide a means by which staff can receive support where concerns have been raised.

### **What does the safeguarding whistle blowing policy cover?**

This policy is designed to cover concerns that staff have about the conduct of individuals in a position of trust within the organisation which could be detrimental to the safety or wellbeing of young people and where staff, for whatever reason, **feel unable** to raise them under the organisation's standard child protection procedures around dealing with such allegations. It would include issues about:

- **Unprofessional behaviour**
- **Bullying by staff**
- **Any form of abuse (physical, sexual, emotional or neglect)**
- **Name calling**
- **Personal contact with children and young people which is contrary to the organisations policies and codes of conduct**
- **Any form of racial abuse**
- **Inappropriate sexualised behaviour**
- **Knowledge about an individual's personal circumstances which may indicate they could be a risk to children or unsuitable to work with children**

**Please be mindful that these are examples of concerns, are not exhaustive.**

### **Safeguarding against harassment or victimisation**

Squirrel Hayes First School is committed to professional standards and to supporting staff. It is recognised that the decision to report a concern is a difficult one to make. Harassment or victimisation will not be tolerated and Squirrel Hayes First School will take appropriate action in order to protect the person raising the concern when they are acting in good faith.

### **Confidentiality**

All concerns will be treated in confidence, however, there may be a need for the whistle blower to give evidence e.g. if they have witnessed a crime or in regard to disciplinary procedures if this is the outcome.

### **Anonymous allegations**

This policy encourages staff to raise concerns to be identified in doing so as part of their professional role/responsibility. However, anonymous allegations will be investigated as thoroughly as possible.

### **False allegations**

If staff raise a concern in good faith which is not confirmed by an investigation, no action will be taken. However, if a concern is raised maliciously, disciplinary action may be taken.

## **How to raise a concern**

<https://www.staffordshire.gov.uk/Care-for-children-and-families/Childprotection/Report-a-concern-online.aspx>

Staff should normally raise their concerns with a DSL (Designated Safeguarding Lead) under the organisations standard procedures for dealing with allegations about a person in a position of trust, Mrs Erica Pickford (Headteacher/DSL) Squirrel Hayes First School, 01782 973820.

If the Designated Person is the subject of concern the matter should be referred to a more senior member of management or, if this is not possible, the Whistle Blowing Policy can be implemented. Under standard procedures, if there are concerns that an adult working with children may have abused a child, or be unsuitable to work with children and young people, concerns will be passed to the Local Authority Designated Officer (LADO) by the manager.

For further information about the Staffordshire LADO process, please use the following link:

<https://www.sssc.org.uk/wp-content/uploads/2020/04/LADO-Leaflet-SSCB.pdf>

<https://www.staffssc.org.uk/>

For further information about the Stoke-on-Trent LADO process, please use the following link:

[https://webapps.stoke.gov.uk/uploadedfiles/D01\\_Managing\\_Allegations\\_LADO.pdf](https://webapps.stoke.gov.uk/uploadedfiles/D01_Managing_Allegations_LADO.pdf)

In certain circumstances, staff may feel they are unable to follow the organisation's standard procedures e.g. because they feel their position in the organisation would be in jeopardy, they would be subject to intimidation, or that the person of concern is the designated manager to whom they should report such matters and there is no one senior to refer to. They should then follow the Whistle Blowing Policy by contacting a nominated person (the 'responsible person') within the organisation or an umbrella organisation to which the organisation is affiliated,

Chair of Governors Mr Jamie Robertson

Or

Vice Chair of Governors Mrs Stephanie Edwards,

Both can be contacted via the school office 01782 973820.

The Policy may also be used in circumstances when the matter has been raised under appropriate organisation procedures for referring child protection concerns, but the referrer considers that the manager has not taken the concerns seriously or acted appropriately with relation to them. In such circumstances, referrers are encouraged to contact the named Responsible person for 'whistle blowing' for the organisation or a LADO directly for discussion and advice.

The LADO contact details are listed at the end of the policy.

When following the Whistle-blowing Policy, concerns may be shared verbally, but should also be recorded in writing (Safeguarding Whistle Blowing report form – Appendix A).

Staff may wish to invite their trade union representative to be present during any subsequent interviews.

### **How Squirrel Hayes First School will respond:**

Any concern regarding child protection will be referred to external agencies for investigation (children's services, police, LADO).

If the concern is not of this nature there will be:

- Investigation by management
- Disciplinary process if appropriate
- Consideration of policies, processes and procedures if such issues arise from the investigation.

Within 10 working days of a concern being raised the referrer will receive a written response from the responsible person which will:

- Acknowledge that the concern has been received;
- Supply information on relevant support mechanisms
- Advise whether further investigations will take place; or
- Advise that no further action has taken place and why.

### **Who to contact**

Mrs Erica Pickford (Headteacher) Squirrel Hayes First School 01782 973820

Or

Mr Jamie Robertson – (Chair of Governors) Squirrel Hayes First School 01782 973820

If it is felt that it would be unsafe for any reason to share concerns with the named person from your organisation the following are appropriate contacts with whom to discuss your concerns:

### **Staffordshire County Council:**

#### **-Individual designated agency leads for Child Protection**

- Staffordshire Children's Advice and Support Service (Front Door) – 0300 111 8007 (ask for LADO if your concerns are that a member of staff could be harming children)
- (Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)
- Education Safeguarding Officer (LADO) for the Education sector: P. Cooper, M. Parkinson & L. Hancock

[paul.cooper@staffordshire.gov.uk](mailto:paul.cooper@staffordshire.gov.uk)

[mandy.parkinson@staffordshire.gov.uk](mailto:mandy.parkinson@staffordshire.gov.uk)

[linda.hancock@staffordshire.gov.uk](mailto:linda.hancock@staffordshire.gov.uk)

**Emergency Duty Team 0845 604 2886 (out of office hours or on weekends and Bank holidays)**

**Stoke on Trent Authority:**

- Advice and Referral Team in the M.A.S.H: 01782 235100  
(Monday-Thursday 08:30am - 5:00pm and Friday 08:30am - 4:30pm)
  - Children's Advice and duty service (CHAD) on 01782 235100
  - **Education Safeguarding Officer - 01782 235100**
  - Emily Dempsey LADO emily.dempsey@stoke.gov.uk 01782 232967
  - **The Emergency Duty Service: 01782 234234**
- [https://webapps.stoke.gov.uk/uploadedfiles/December\\_2017\\_Safeguarding.pdf](https://webapps.stoke.gov.uk/uploadedfiles/December_2017_Safeguarding.pdf)

**Further support;**

Recognised trade unions or professional associations can provide support and assistance or independent, external advice this can be obtained from the charity Public Concern at Work. TEL: **020 3117 2520**, or by email at <https://protect-advice.org.uk/>

For Union advice <https://www.gov.uk/trade-union-recognition-employers>

Regulatory bodies such as Ofsted will also give advice. Ofsted's whistle blowing hotline is: 0300 1233155 (8am to 6pm, Monday to Friday) or email - [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Write to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD.

<https://www.gov.uk/government/publications/whistleblowing-about-childrens-social-care-services-to-ofsted/sharing-concerns-and-information-with-ofsted-about-childrens-social-care-services#:~:text=If%20you're%20an%20employee%20at%20a%20children's%20social%20care,Store%20Street%2C%20Manchester%2C%20M1%202WD>

**Policy adopted on:** April 2013

**Date of Review:** October 2023

**Signed:** Linda Oakes

**Designation:** Home School Link Worker



**Squirrel Hayes First School: Whistle Blowing Policy to Safeguard and Promote the Welfare of Children**  
 October 2023. UNCLASSIFIED

<b>Ver sion No.</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes Made</b>
01	April 2013	Nikki Stroud	Use of new model policy
02	September 2013	Nikki Stroud	Updated and reviewed to include personalised Whistle Blowing Report Form.
03	October 2014	Nikki Stroud	Reviewed - links to School's network for information on procedures and policies added. Chair of Governors and Governor for Child Protection added as contacts. LADO's to be contacted through First Response.
04	October 2015	Nikki Stroud	Reviewed and current Chair of Governor and hyperlink to the Staffordshire LADO Process (Section 4A) updated.
05	October 2016	Nikki Stroud	Reviewed – no change <b>SSCB Section 2D V7 – Revised May 2015</b>
06	October 2017	Nikki Stroud	School telephone number updated and the addition of Vice Chair of Governors contact details.
07	November 2018	Linda Oakes	Change to Hyperlink, Pg. 4 LADO process. Addition of out of office hours for LADO.
08	October 2019	Linda Oakes	Change to Staffordshire LADO hyperlink. Change to Chair and Vice Chair of Governors.
09	October 2020	Mrs L Oakes	Change to Staffordshire Safeguarding logo, updated relevant hyperlinks. Addition of 'The Emergency Duty Service' for Stoke.
10	November 2021	Mrs L Oakes	Change to Staffordshire LADO link and contacts for stoke on Trent. Updates of email addresses for support of the document and those referring to it.
11	October 2022	Mrs L Oakes	Reviewed
12	October 2023	Mrs L Oakes	<a href="#">Changes to Governors names, Updated Links</a> <a href="#">Changes to Document Format</a>



**Appendix A**

**Whistle Blowing Report Form**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Role/Department:** \_\_\_\_\_

**Please give a brief outline of your concern?** (Please give relevant names, dates, locations etc)

**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 take action at the time, please give details as to why you took no action**

**Signed:** .....

**Date**.....

**Designation**.....