**Policy regarding Whistleblowing**

Rainbow’s End Montessori School expects that all staff members and visiting professionals will behave in a professional manner at all times and will hold the welfare & safety of every child as their paramount objective. However, we recognise that, rarely, there may be occasions when this is not the case.

It is vital that all team members talk through any concerns they may have, either with the setting manager or the proprietor, at the earliest opportunity.

**Disclosure of Information**

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following:

* That a criminal offence has been committed or is being committed, or is likely to be committed
* That a person has failed, is failing, or is likely to fail to comply with any legal obligation to which they are subject (eg. EYFS, Welfare Standards)
* That a miscarriage of justice has occurred, is occurring, or is likely to occur
* That the health or safety of any individual has been, is being, or is likely to be, endangered
* That the environment has been, is being, or is likely to be, damaged
* That information tending to show any of the above is being, or is likely to be, deliberately concealed

You **MUST** use the setting’s disclosure procedure as set out below.

**Disclosure of Information**

* If this information relates to safeguarding, then the setting’s safeguarding policy should be followed.
* Where you believe that one or more of the circumstances listed above has occurred you should promptly disclose this to either the setting manager or the proprietor so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (ie. because the disclosure relates to your manager) you should speak to the proprietor.
* Employees will suffer no detriment of any sort for making a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to either the setting manager or the proprietor.
* Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner in line with Rainbow’s End Montessori School’s policies & procedures.
* Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information, or makes malicious allegations or disclosures in bad faith will be subject to potential disciplinary action which may result in dismissal.
* Failure to report serious matters may be investigated and may lead to disciplinary action which may result in dismissal.
* Any management employee who inappropriately deals with a whistleblowing issue (eg. Failing to react appropriately by not taking action in a timely manner, or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.

**Staff Supervision**

Once every term each staff member will have a meeting with their named supervisor at which they may raise any issues in the workplace that are giving them cause for concern. These may include (although not exclusively) any issues listed above under Disclosure of Information. A record, signed by both the staff member and the supervisor, will be kept showing that these meetings have taken place. If, at any time, a staff member has cause for concern regarding a safeguarding issue, then this should be promptly brought to the attention of the Designated Safeguarding Officer (DSO) or Deputy Designated Safeguarding Officer (Deputy DSO) and disclosure of such information should not be delayed until a staff supervision meeting.

**Advice issued by OFSTED regarding Whistleblowing:**

**Whistleblower Hotline**

There may be times when council employees and those working with young children will want to report to us concerns about practices and procedures for the safeguarding of children and young people.

You can contact our hotline in three ways.

* Call us on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm)
* Email us at [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)
* Write to us at:

WBHL

Ofsted

Piccadilly Gate

Store Street

Manchester M1 2WD

**Before you contact our Hotline**

We suggest that you first read your employer’s whistleblowing policy and then raise your concerns with your employer.

If your employer does not have a whistleblowing policy or if you are still not sure how to raise your concerns with your employer or someone else, we suggest you first get free, confidential advice from the independent whistleblowing charity Public Concern at Work; it can help you to decide whether and/or how to raise your concern. You can call on 020 7404 6609 or email [helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) . For further information, go to the Public Concern at Work website – it includes guidance on whistleblowing legislation.

THS 08/23