Easebourne Nursery

Whistleblowing Policy and Procedures

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Date of publication	October 2026
Review date	October 2027

WHISTLEBLOWING POLICY and PROCEDURES

Easebourne Nursery and its employees has/have a responsibility to maintain the welfare of both the children in its care and staff employed. This policy applies to all employees, whether permanent, casual, temporary and work experience students. It is our duty to express any concerns or issues to the Nursery Manager or Deputy as soon as we notice anything that could raise concern.

Whistleblowing encourages and enables staff to raise serious concerns, within the Nursery, rather than overlooking a problem or 'blowing the whistle' outside. Concerns may include:

- financial misconduct or fraud.
- not complying with a legal obligation.
- Health & Safety in the setting.
- criminal activity.
- unprofessional working practices or behaviour.

We will ensure that:

- all staff meet regularly, during termly Supervision meetings, to discuss any concerns with the Nursery Manager.
- employees are encouraged to feel confident in raising concerns and to question and act upon concerns and working practices.

- we provide a route for employees to raise concerns in confidence and receive feedback on any action that may be taken.
- employees are reassured that they will be protected from repercussions or victimisation following a disclosure that has been made in good faith.
- employees are given a response to concerns and that they are aware of how to pursue them if they are not satisfied with any action taken.
- employees know that if there concern is not taken seriously or acted upon by the Nursery Manager, they are able to go to the Headteacher, School Governing Body, Local Authority Designated Officer (LADO), Ofsted or Police (if a crime has been committed).
- employees are aware of the NSPCC Whistleblowing Advice Line at **0800 028 0285**

Easebourne Nursery recognises that sometimes the decision to report a concern can be a difficult one to make. If what an employee reports is found to be true, they have nothing to be worried about as it is their duty to do so, for both their employer and those in our care. For some, the worry of getting information wrong or not being believed may lead to concerns being ignored and an issue not being raised. Any employee that reports a concern in good faith will be fully supported & we will not tolerate any harassment or victimisation against them. Discussions that take place will remain confidential until such times that it may need to be shared with the School Governing Body or other professionals. Formal notes will be written which may form part of the evidence should the concern be taken further.

As an employee, please think about 'What if I am right?' not about 'What if I am wrong?'.

However, if an investigation results in a fabricated allegation, disciplinary action may be taken against the individual who reported it in the first instance.

October 2026