



Whistle-blowing Policy

This policy will be reviewed on an annual basis

Introduction

Kidz Star Club is committed to the highest level of openness, honesty and accountability. In line with commitment, we encourage employees and others with serious concerns about any aspect of the settings operations, to come forward and voice those concerns. We understand that certain cases will have to proceed confidentially. Our policy outlines that an employee can do something without fear of reprisals.

The intention of this policy is to encourage and enable employees to raise serious concerns within the setting.

Procedure

All staff have individual responsibility to raise matters of concern regarding poor practice at work. Staff have responsibility for the safety and wellbeing of all children who attend the setting, and this takes priority over friendships and loyalty towards colleagues.

General Principles

This policy is intended to

- Encourage and enable individuals to raise genuine and legitimate concerns
- Support staff to take an active role in the elimination of poor practice
- Ensure concerns are appropriately investigated
- Protect those making the allegation from victimisation and retaliation

In addition to this policy, we also have other policies and procedures which cover complaints, discipline and grievance. The intention of this policy is to compliment these and to cover any concerns that fall outside the scope of other procedures.

The manager or deputy in the absence of the manager and trustee will contact LADO (Local Area Designated Officer) with any concerns raised in accordance with this policy and follow their guidance.

Confidentiality

The management will do their utmost to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the accused and the complainant may be asked to provide written evidence in support of their complaint. The person will be informed prior to disclosing their identity and the reasons why this is necessary. Once a concern is raised, we expect the complainant not to discuss this to any other persons inside or outside the setting.

Anonymous complaints

If a concern is made anonymously, this may be less powerful and harder to report, however may still be considered.

Untrue allegations

If an allegation is made in good faith but results as untrue, no action will be taken against the complainant. If, however, an allegation proves to be malicious, action could be taken against the person responsible for the malicious act.

How to raise a concern

Concerns should be raised with Pippins manager - **Sharleen Treen** or the deputy manager in the absence of the manager - **Michelle Dymond**.

However, this may not always be appropriate, in which case concerns should be raised with the trustee safeguarding lead - **Gemma Martin**

Concerns are best made in writing, included in this should be the background and history of the concern, giving names, dates, places where possible and the reason you are particularly concerned. The earlier concerns are expressed, the easier it is to take action. If you do not wish to put the allegation in writing, the person whom you are making the complaint to will document the interview and ask you to sign you confirm the accuracy of the notes taken. You will not be expected to prove the truth of your allegation; however, you will be required to demonstrate that there are sufficient grounds for your concern.

You should not:

- Investigate the matter yourself
- Alert those suspected of being involved
- Approach or accuse individuals
- Tell anyone other than the designated persons i.e., manager and trustee

You will receive a written acknowledgement of your concern along with a copy of your statement where appropriate within 7 days.

The manager or trustee will contact LADO for guidance and will inform you of the progress and outcome of the allegation.

If your concerns cannot be expressed to the manager or trustee, you can contact LADO at:

Email: ladosecure-mailbox@devon.gcsx.gov.uk

Telephone: 01392 384964

Website: <https://new.devon.gov.uk/educationandfamilies/child-protection/managing-allegations-against-adults-working-with-children>

If you are not happy with the outcome of the investigation, you may elevate your concerns directly to Ofsted.

- Call the whistleblowing hotline on 0300 1233 155 (Monday to Friday from 8.00am to 6.00pm)
- Email them at: whistleblowing@ofsted.gov.uk
- By post WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD

The hotline can be used by anyone who has a concern including:

- Employees and former employees
- Agency staff currently and formerly working within care or education settings
- Voluntary workers in care or education settings

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 9th October 2025

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chair etc.)



Chair