

Whistleblowing Policy

Aims

- To ensure that staff members understand their responsibility to take immediate action if they are concerned about any aspect of practice by a nanny under the Agency.
- To ensure that staff members are aware of how to communicate their concerns to management and that they receive timely feedback about any action that is taken as a result.
- To reassure staff members that they will not suffer in any way or be victimised as a result of raising a concern.

Methods

Responsibility of staff members

- The Agency expects all nannies to deliver an exceptional standard of childcare and education and to work according to the Agency's policies and procedures at all times.
- In addition to being responsible for their own behaviour, each staff member is responsible for reporting any instances of poor practice or breaches of the Agency's policies, procedures or risk assessments that they observe or overhear to the Agency Owner.
- If a staff member witnesses an incident in which a child is being placed at risk, he or she has a duty to intervene to protect the child from harm regardless of the setting.
- It is important that even minor concerns are reported as this will enable issues to be addressed before they escalate to become major problems.
- Although confidentiality cannot be guaranteed, it will be prioritised. Any staff members who report a concern will be treated with respect and will not be discriminated against or suffer victimisation.
- Where appropriate, staff members who raise a concern will receive timely feedback about any action that has been taken to address their concern. How to raise a concern.
- Where appropriate, any instance of unacceptable behaviour should be addressed with the individual concerned. When a child is at immediate risk of harm, this discussion must take place at the moment that the incident is first observed with a suitable Agency office representation where possible.
- The next step is to report your concerns to the Agency.
- If you feel that the Agency has not dealt with your concern satisfactorily, you must report this to the local safeguarding board.
- A concern can also be reported directly to Children's Services if that staff member believes that it would not be appropriate to raise the concern with management first. Consequences of not reporting an instance of poor practice.
- If a staff member fails to report an instance of poor practice or a breach of the Agency's policies, procedures or risk assessments, he or she will be subject to the same disciplinary action as the person involved in the incident.

- For example, if staff member A witnesses nanny B treating a child in an inappropriate way but does not report this immediately in accordance with the procedure above, staff member A will be subject to exactly the same disciplinary action as staff member B, which may include dismissal for gross misconduct.