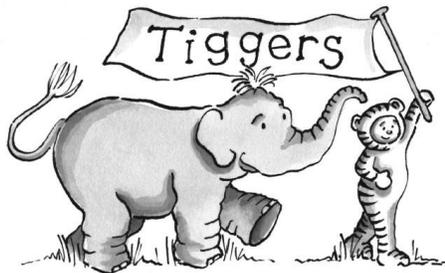


## Whistleblowing Policy:

Providers must have and implement a whistleblowing policy and procedures.



## Whistleblowing Policy

### Policy statement

At Tiggers Nursery, we are committed to maintaining the highest standards of care and ensuring the well-being and safety of all children in our care. We encourage an open and transparent culture where employees and stakeholders can raise concerns without fear of reprisal.

This Whistleblowing Policy is designed to provide clear guidelines and procedures for reporting any serious concerns related to the nursery's activities, in compliance with the requirements of the Office for Standards in Education (OFSTED).

This policy applies to all employees, contractors, volunteers, parents, and any other individuals connected to Tiggers Nursery. It covers concerns regarding the nursery's practices, policies, procedures, safeguarding issues, health and safety violations, financial irregularities, or any other matters that may be detrimental to the welfare of the children or the reputation of the nursery.

### Procedures

#### Designated Whistleblower Officer

Tiggers Nursery has appointed a designated Whistleblower Officer who will oversee the implementation of this policy and handle any concerns raised. The current Whistleblower Officer is **Claire McFadden**, whose contact details are as follows:

Name: Claire McFadden

Position: Manager

Contact: [manager@tiggersnursery.com](mailto:manager@tiggersnursery.com)

### Alternative Reporting Channels

If you prefer not to approach the Whistleblower Officer, or if the concern relates to the Whistleblower Officer, you can report your concern to an alternative designated person, such as the nursery manager or a member of the senior management team. Contact details for the alternative designated person are as follows:

Name: Andrew Pitayanukul

Position: Director

Contact: andrewp@utsaha.com

### **Anonymous Reporting**

We recognize that some individuals may prefer to report concerns anonymously. Anonymous reports will be accepted, but it is important to provide as much detail as possible to ensure a thorough investigation can be conducted. Anonymous reports can be made in writing or through the use of a third-party reporting service.

### **Reporting Process**

#### Early Reporting

Any concerns should be reported as soon as possible to prevent harm or further risks. If the concern relates to an immediate threat to the safety or welfare of children, staff, or others, individuals should not delay reporting and should follow emergency procedures if necessary.

#### Reporting Procedure

When reporting a concern, individuals should provide the following information:

- Nature of the concern, including specific details, dates, and individuals involved (if known)
- Any supporting evidence or documentation available
- Contact details (optional, if not reporting anonymously)

#### Confidentiality and Protection

All concerns raised under this policy will be treated with strict confidentiality, and the identity of the whistleblower will be protected to the extent reasonably practicable. The nursery will not tolerate any form of retaliation or victimization against individuals who raise a genuine concern in good faith.

## Investigation and Follow-Up

### Initial Assessment

The Whistleblower Officer or the alternative designated person will conduct an initial assessment of the concern to determine if further investigation is required. If necessary, they will escalate the matter to the appropriate authority, such as OFSTED, the local authority, or the police.

### Investigation Process

Concerns will be thoroughly and impartially investigated by the designated authority or a competent person appointed by them. The investigation will be conducted promptly, respecting the principles of natural justice and fairness, while ensuring the rights of all parties involved.

### Feedback and Outcome

Once the investigation is concluded, the whistleblower will be informed of the outcome, as far as reasonably practice.

This policy was adopted at a meeting of	Tiggers Nursery	<i>(name of provider)</i>
Held on	01 September 2023	<i>(date)</i>
Date to be reviewed	01 September 2024	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Andrew Pitayanukul	
Role of signatory (e.g. chair, director or owner)	Director	