Safeguarding children

1.2.3.1 Whistleblowing – A quick guide for students and volunteers

WHAT TO LOOK OUT FOR

Whistleblowing means speaking up when you are worried about something serious or wrong.

- Abuse of a child, parent, staff member or another person.
- A serious health or safety risk.
- Criminal behaviour, fraud or corruption.
- Someone breaking important rules or laws.
- Serious unethical or inappropriate behaviour.
- Someone deliberately hiding wrongdoing.

You don't need to investigate or prove it yourself. You should have an honest & reasonable concern.

WHO TO TALK TO

- The Manager is normally your first person to report a concern to. (For Manager's name see staff list on parent noticeboard.)
- The Deputy Manager or the Owners – if you do not feel comfortable speaking to the Manager.
- An appropriate outside organisation (e.g. the NSPCC) if you do not want to report it internally.

Concerns will be taken seriously and treated sensitively.

HOW TO RECORD WHAT HAPPENED

You can report a concern verbally or in writing.

- What happened?
- Who was involved?
- When did it happen?
- Where did it happen?
- Why are you concerned?

CONFIDENTIALITY

- Your concern will be treated confidentially wherever possible. People who raise a genuine concern in good faith will not be victimised, harassed or disadvantaged.
- You should be told how the concern will be dealt with within 10 working days.

REMEMBER: SPEAK UP – DON'T INVESTIGATE IT YOURSELF.

Your concern will be assessed. Urgent action will be taken if needed.