



# Buckles and Bows Pre-School Nursery

## Whistleblowing Policy

Policy Date: 18 March 2026

Review Date: March 2027

Designated Safeguarding Lead (DSL): Lisa Fuller

### Introduction

This policy is written in line with the Early Years Foundation Stage (EYFS) statutory framework and safeguarding guidance. Buckles and Bows Pre-School Nursery is committed to the highest standards of openness, honesty and accountability. This policy provides a framework for staff to raise concerns about poor or unsafe practice and ensures that such concerns are taken seriously.

### Aim

The aim of this policy is to:

- Encourage staff to report concerns about practice or behaviour
- Ensure staff feel safe to raise concerns without fear of repercussions
- Promote a culture of transparency and safeguarding
- Ensure concerns are addressed promptly and appropriately

### Safeguarding Commitment

Safeguarding is everyone's responsibility. In line with EYFS requirements, all staff have a duty to report concerns about the conduct of colleagues or any practice that may put children at risk.

### What is Whistleblowing?

Whistleblowing is the act of reporting concerns about unsafe, illegal or inappropriate behaviour within the setting. This may include concerns about:

- Poor safeguarding practice
- Neglect or abuse of a child
- Breaches of nursery policies
- Unsafe working practices
- Conduct that falls below professional standards



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### How to Raise a Concern

Staff should raise concerns as soon as possible. This can be done by:

- Speaking to the Designated Safeguarding Lead (DSL), Lisa Fuller (MANAGER)
- Speaking to the Deputy Designated Safeguarding Lead (DDSL) Jeny Huczok
- Speaking to the Chair of Trustees Mike Quinlan (Registered Person)

Lisa will contact LADO (Local Authority Designated Officer) for advice and determine if it is an allegation of harm or concern (low level) and deal with according to policy

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by Buckles and Bows Pre-School, they should report the matter to the LADO.

- Local authority designated officer (LADO)

- Email: [LADO@surreycc.gov.uk](mailto:LADO@surreycc.gov.uk)
- Telephone: 0300123 1650 option 3
- Online: LADO Referral Form

If the concern relates to the DSL and manager Lisa Fuller, staff should contact the Local Authority Designated Officer (LADO) SEE ABOVE

Referrals should be made within 1 working day of concern

Staff can access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

Ofsted provides guidance on how to make complaints about a childcare provider.

General guidance on whistleblowing can be found via Whistleblowing for employees.

### Recording Concerns

All concerns should be recorded clearly and factually, including dates, times, and details of the concern. Records should be passed to the DSL and stored securely.

### Confidentiality

All whistleblowing concerns will be treated in confidence. The identity of the person raising the concern will be protected where possible.



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### Protection for Whistleblowers

Staff who raise concerns in good faith will be supported and protected. No member of staff will suffer any disadvantage or retaliation for raising a genuine concern.

### Responding to Concerns

All concerns will be taken seriously and investigated promptly. Appropriate action will be taken in line with safeguarding procedures, which may include referral to external agencies.

### External Reporting

If staff feel unable to raise concerns internally, they can contact:

- Local Authority Designated Officer (LADO) (0300123 1650 option 3)
- NSPCC Whistleblowing Helpline (0800 028 0285)
- Ofsted

### False or Malicious Allegations

Any allegations made maliciously or without reasonable belief may result in disciplinary action.

### Review

This policy will be reviewed annually or in line with updates to EYFS or safeguarding guidance.

### Signatures

Chair of Trustees: \_\_\_\_\_

Date: \_\_\_\_07/04/2026