

Wellesley Avenue, Goring by Sea, West Sussex BN12 4PN

## 1.7 Whistleblowing

### Policy statement

Kamelia Kids will take all reasonable steps to ensure that it provides an environment which is safe, open, and transparent. We are committed to maintaining a culture where it is safe and acceptable for all to its employees, students, volunteers, parents/carers, professionals and visitors to raise concerns about poor or unacceptable service, civil offences, or misconduct. This is called whistle blowing.

We will not condone any form of victimisation to be aimed at an individual who makes a disclosure under the Public Interest Disclosure Act (1998). Such disclosures are referred to as a protected disclosure.

Action will be taken under the Company's disciplinary procedure against any employee who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or victimisation. Serious breaches of these equal opportunities will be treated as potential gross misconduct that may lead to summary dismissal.

If a disclosure is made in good faith, but the allegation is not substantiated from an investigation, no action will be taken against the employee who makes the disclosure. However, if an employee makes a disclosure with malicious intent or for personal gain, and this is confirmed from an investigation, the employee may face disciplinary action under the Company's disciplinary procedure. Employees should draw the attention to the Nursery Operations Director if suspected discriminatory acts or practices or suspected cases of harassment and bullying or victimisation.

### Procedures

If in the course of your employment, an employee becomes aware of information or witness something they must use Kamelia Kids disclosure procedures. All protected disclosures will be dealt with seriously, confidentially, and promptly. Kamelia Kids will not ignore or treat lightly disclosures of this nature.

- That a criminal offence has been committed.
- Raise concerns about poor or unsafe practices.
- That a person has failed, or is likely to fail, to comply with any legal obligation to which they are subject e.g., EYFS.
- That an injustice has occurred or is likely to occur.
- That the health and safety of a child have been, or is likely to be, endangered.
- That information tending to show any of the above is being, or is likely to be, deliberately concealed.
- If a protected disclosure made is of a child protection/safeguarding nature, it will be dealt with in conjunction with Kamelia Kids Safeguarding and Child Protection policy and procedures.
- Employees will not suffer any detriment or victimisation because of making a disclosure in accordance with this procedure.
- Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner.
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- Any employee who knowingly fails to report serious matters may also be investigated and be subject to proceedings under Kamelia Kids disciplinary policy.

**Employees who wish to make a protected disclosure should follow the steps below:**

- Report the incident in a timely manner to the Nursery Operations Director or Deputy Nursery Managers.
- If it is not appropriate to make such a disclosure to the Nursery Operations Director, for example if it involves them, then you should speak to the Chair of Trustees.
- All concerns are taken seriously and will be promptly investigated and as part of the investigation process, employees may be interviewed and asked to provide a witness statement setting out the details of the disclosure.
- Upon completion of the investigation, the employee will be informed of any relevant outcomes and conclusions.

**Visitors to the nursery who wish to make a protected disclosure should follow the steps below:**

- We encourage parents and carers, professionals, volunteers, contractors and visitors to the nursery to speak up if they have concerns about any aspect of our provision, particularly regarding child safety.
- While formal complaints should follow the Complaints Policy, serious concerns about unlawful activity, safeguarding failures, or malpractice can be reported via our Whistleblowing Procedure.
- Parents may contact the Designated Safeguarding Lead directly or use the confidential email address [nurseryoperationsdirector@kamelaikids.org.uk](mailto:nurseryoperationsdirector@kamelaikids.org.uk) to report concerns, which will be investigated securely.

Confidentiality will be maintained during any investigation process to the extent that is practical and appropriate in the circumstances. However, to effectively investigate an allegation, Kamelia Kids must be able to determine the scope of the investigation and the individuals who should be informed of, or interviewed about, the allegation.

The NSPCC whistleblowing helpline is available to ensure that ‘No one should be afraid to report concerns about failures in child protection.’

- NSPCC whistleblowing advice line is available on 0800 028 0285 8am to 8pm Monday to Friday and 9am to 8pm at weekends.
  - Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
  - Write to: National Society for the Prevention of Cruelty to Children, Weston House, 42 Curtain Road, London EC2A 3NH
  - Ofsted guidance on how to make complaints can be found [Complaints procedure - Ofsted - GOV.UK](#)
  - General guidance can be found via [Whistleblowing for employees: What is a whistleblower - GOV.UK](#)

## Legal framework

Statutory Framework for the Early Years Foundation Stage (2025)

### Further Guidance

Whistleblowing: Guidance for employers and Code of Practice (2015)