



Whistleblowing Policy and Procedure

Fizzy Fish considers the welfare, safety and protection of all children as of paramount importance. We plan to provide an environment which ensures children are safe from harm and potential abuse in line with the Local Safeguarding Children's Board procedures, and will respond to any suspicion of potential abuse from a member of staff.

Fizzy Fish is committed to the highest possible standards of openness, honesty and accountability.

Making a disclosure in the public interest (whistleblowing) is essential for keeping children safe in the setting and to ensure good quality practice across the setting.

As childcare provider's it is our individual responsibility to maintain the welfare of both the children and staff. It is our duty to express any concerns or issues to a senior member of staff as soon as we notice anything that could raise concern.

Fizzy Fish recognises that the decision to report a concern can sometimes be a difficult one to make, but believe that if what we are saying is true, then it our duty to report the concerns. Fear of getting information incorrect or being disbelieved may lead to concerns being overlooked and putting children or staff at risk of harm.

All staff including bank staff, work experience students or anyone working for or on behalf of Fizzy Fish are:

- Encouraged to feel confident in raising concerns and to question and act upon concerns and practice
- Provided with avenues to raise concerns in confidence and receive feedback on any action taken
- Reassured that they will be protected from possible reprisals or victimisation if they have a reasonable belief that they have made a disclosure in good faith.
- Ensured that they will receive a response to their concerns and that they are aware of how to pursue the issue if they are not satisfied with the management actions
- Expected to report their concerns immediately.

Procedure

The staff member should not alert those suspected of being involved, or approach or accuse individuals or investigate the matter themselves.

Instead, they should raise the concern with an Area Manger - Laura Coull or Sian Knight. However, if this is not appropriate, the concerns should be raised with the director, Karen Fothergill. Ideally this should be in person but can be emailed to sessions@fizzyfishhove.co.uk for Laura or Sian or info@fizzyfishhove.co.uk for Karen or by private message on Family.

If the staff member is unable to speak to one of the area managers or the director, the concern should be raised with the LADO (Local Area Designated Officer) by email at FrontDoorForFamilies@brighton-hove.gov.uk. They should also call 999 if the child is at immediate risk, or call the police on 101 if they think a crime has been committed and the issue is not being dealt with by senior management.



After raising the concern, the details will be needed in writing. This will require as much detail as possible, giving names, dates, places and a description of why you have concerns.

If they are not satisfied with the outcome, they can elevate their concerns with Ofsted by phone on 0300 1233155 or by email at whistleblowing@ofsted.gov.uk.

Relevant references:

- Public Interest Disclosure Act 1998 - www.legislation.gov.uk/ukpga/1998/23/contents
- Employment Rights Act 1996 - www.legislation.gov.uk/ukpga/1996/18/contents.

Associated forms:

- Internal Investigation form.

Review and update details

Date	R	U	Details	Q	Latest version
5/4/23			New policy	✓	Issue 1/Apr 23

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.