



01	At First Steps Childcare we expect all our colleagues, both internal and external to be professional at all times and hold the welfare and safety of every child as their paramount objective. We recognise that there may be occasion where this may not happen and we have in place a procedure for staff to disclose any information that suggests children's welfare and safety may be at risk. We expect all team members to talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be resolved as soon as they arise.
02	Disclosure of information: If, in the course of your employment, you become aware of information which you reasonably believe indicates that a child is/may be or is likely to be at risk of danger and/or one or more of the following may be happening, you must use the nursery's disclosure procedure set out below: • That a criminal offence had been committed or is being committed or is likely to be committed. • That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject. • That a miscarriage of justice has occurred, is occurring, or is likely to be endangered. • That the environment, has been, is being, or is likely to be damaged. • That information tending to show any of the above, has been, is being, or is likely to be deliberately concealed. Disclosure procedure: If this information relates to child protection/safeguarding then First Steps' child protection/safeguarding policy should be followed, with particular reference to the staff and volunteering section. • Where you reasonably believe one or more of the above circumstances listed above has occurred, you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e because it relate to your manager) you should speak to Claire Jessop. • Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to Ruth Garland-Davies and/or Claire Jessop. • Any disclosure or concerns raised will be treated seriously and will be dealt with in a consistent and confidential manner and will be followed through in a detailed and thorough manner. • Any employee who is involved in victimising employees who make a disclosure, takes any action to deter employees from disclosing information or makes malicious allegations in bad faith will be subject to potential disciplinary action which may result in dismissal.

WHISTLEBLOWING POLICY

- Any management employee who inappropriately deals with a whistleblowing issue (e.g. failing to react appropriately by not taking action in a timely manner or disclosing confidential information) may be deemed to have engaged in gross misconduct which could lead to dismissal.
- We give all our staff the telephone numbers for the Local Authority Designated Officer (LADO) 0300 123 2224. The local authority children's social team, the Local Safeguarding Children Board (LSCB) and Ofsted so all staff may contact them if they cannot talk to anyone internally about the issues/concerns observed.

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