

MARIGOLD MONTESSORI
RECTORY LANE – EDGWARE – HA8 7LG

Whistleblowing Policy & Procedure:

Whistleblowing is when a member of staff raises concerns about wrongdoing, malpractice, safeguarding issues, illegal activity or risks to children, staff or the organisation

Policy Statement

Marigold Montessori is committed to maintaining the highest standards of openness, integrity and accountability in all aspects of our work. The safety and wellbeing of the children in our care is our highest priority.

We recognise that individuals working within or connected to the nursery may occasionally have concerns about malpractice, wrongdoing or unsafe practices. This policy encourages staff, volunteers, students and parents to raise concerns in confidence without fear of reprisal.

Marigold Montessori is committed to creating an environment where concerns can be raised openly and responsibly. All disclosures will be taken seriously and investigated appropriately.

This policy is intended to support individuals who wish to raise concerns about wrongdoing within the organisation. It is separate from the grievance procedure, which deals with individual employment concerns.

Purpose of the Policy

The purpose of this policy is to:

- Encourage staff and others to report concerns about wrongdoing as soon as possible.
- Provide clear procedures for raising concerns.
- Ensure that concerns are properly investigated.
- Protect individuals who raise concerns in good faith from victimisation or retaliation.
- Safeguard the welfare of children and maintain the integrity of the nursery.



What is Whistleblowing?

Whistleblowing is the act of reporting concerns about wrongdoing, malpractice, or illegal or unsafe activity within an organisation.

Concerns may relate to actions or behaviour that could:

- Harm children or place them at risk
- Breach safeguarding procedures
- Be unlawful or unethical
- Put staff, children or visitors at risk
- Damage the reputation or integrity of the nursery

Examples of Concerns That Should Be Reported

Whistleblowing may relate to concerns about:

- Abuse or neglect of a child
- Inappropriate behaviour by staff towards children
- Breaches of safeguarding procedures
- Criminal activity
- Fraud or financial misconduct
- Health and safety risks
- Bullying, harassment or discrimination
- Unsafe working practices
- Attempts to conceal wrongdoing

If the concern relates to the **safety or welfare of a child**, the procedures outlined in the **Safeguarding and Child Protection Policy** must be followed immediately.

How to Raise a Concern

Concerns should normally be raised internally first.

Step 1 – Speak to the Nursery Manager

In most cases, concerns should be reported to the Nursery Manager as soon as possible.

Step 2 – If the concern involves the Manager

If the concern relates to the Nursery Manager, the matter should be reported to the Owner/Director of Marigold Montessori.



Step 3 – External Reporting

If the individual feels unable to raise the concern internally, or if the concern has not been addressed appropriately, the matter may be reported to an external authority.

These include:

Ofsted

0300 123 1231

NSPCC Whistleblowing Advice Line

0800 028 0285

Local Authority Children’s Services

External reporting should normally only take place when internal procedures have been exhausted or where safeguarding concerns require immediate action.

Confidentiality

Marigold Montessori will treat all disclosures with appropriate confidentiality.

Where possible, the identity of the person raising the concern will be kept confidential. However, in some circumstances it may be necessary to disclose information in order to carry out a proper investigation.

Anonymous disclosures may be considered, although this may limit the nursery’s ability to investigate the concern fully.

Protection for Whistleblowers

Marigold Montessori will not tolerate harassment, victimisation or disadvantage against anyone who raises a genuine concern in good faith. All concerns will be treated confidentially wherever possible. However, complete anonymity cannot always be guaranteed where investigations are required. All whistleblowing concerns will be recorded and kept securely by the nursery manager or designated safeguarding lead.

Any form of retaliation against a whistleblower will be treated as a serious disciplinary matter. However, if a disclosure is made maliciously or with knowledge that the information is false, this may result in disciplinary action.



Investigation of Concerns

All concerns raised under this policy will be taken seriously and investigated appropriately.

Where concerns are raised, the nursery will:

- Assess the concern promptly
- Carry out an appropriate investigation where necessary
- Maintain confidentiality where possible
- Take appropriate action if wrongdoing is identified

Where appropriate, the individual who raised the concern will be informed that the matter has been addressed, although specific details may not always be shared.

Record Keeping

All whistleblowing concerns and investigations will be documented and securely retained by the nursery management in accordance with data protection regulations.

Training and Awareness

All staff will be made aware of this policy during their induction and through safeguarding training.

Staff are encouraged to raise concerns whenever they feel something may not be right.

Policy Review

This policy will be reviewed annually to ensure it remains compliant with current legislation and best practice.



Legal Framework

This policy operates in accordance with the following legislation and guidance:

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act(1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and COurt Services Act (2000)
- Equalities Act (2010)
- General Date Protection Regulations (2018)

Review Date	Name	Position
03/03/2026	Samsameh Mardani	Manager

