

## Employment

### 1.14 Whistleblowing - Concerns about individuals who work or volunteer with children

St. Michael's Community Nursery ensures that concerns are dealt with effectively and efficiently and will do all that they can to preserve the confidentiality of workers who raise such concerns. Surrey's LADO procedure will be followed where it is alleged that anyone working in the setting including volunteers has behaved in a way that has harmed a child, or may have harmed a child. Including possibly having committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children. It may also include an incident outside of the setting which could impact on the individual's suitability to work with children (this is known as transferable risk).

#### **Procedures: How to raise a concern**

- 1) Concerns should be raised with the nursery manager/Designated Safeguarding Lead immediately.
- 2) If the concern is about the nursery manager/DSL, the concern needs to be raised with a trustee whom is not employed directly by the nursery (see contact details at end of document). If a trustee member is not available then the LADO must be contacted directly.
- 3) Once an allegation has been received by the nursery manager/DSL or a trustee member, they will contact the LADO as part of their mandatory duty on 0300 123 1650 or [lado@surreycc.gov.uk](mailto:lado@surreycc.gov.uk) immediately and BEFORE taking any action.
- 4) Following consultation with the LADO, inform the parents of the allegation unless there is good reason not to.
- 5) Where a staff member feels unable to raise an issue with the nursery manager/DSL/trustee member or feels that their genuine concerns are not being addressed they should use other channels open to them such as: NSPCC Whistleblowing Advice Line on 0800 0280285.

If the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence, the nursery manager/DSL or trustee member will involve the police immediately.

In liaison with the LADO, the nursery will determine how to proceed and whether the matter is to be investigated internally. If necessary, the allegation may need to be referred to the Police and or Children's Social Care.

### **Low Level Concerns**

A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt', that an adult working in or on behalf of the setting may have acted in a way that:

- is inconsistent with the settings policies.
- does not meet the harm threshold
- otherwise not serious enough to consider a referral to the LADO.

The purpose of reporting low-level concerns is to create and embed a culture of openness, trust and transparency in which the setting's values and expected behaviours are upheld, monitored and reinforced constantly by all staff. The setting creates an environment where staff are encouraged and feel confident to self-refer where they have found themselves in a situation. Reports should be made to the Nursery manager or trustee member in a timely manner and should be documented in writing. If the Nursery Manager/trustee member has any doubt as to whether the information which has been shared about the individual as a low-level concern in fact meets the harm threshold, they will consult with the LADO.

The Nursery Manager/trustee member will inform the whistleblower of actions and outcomes.

**Policy updated 02/02/2026**

**Nursery Manager:** 01372 361021 / [stmichaelsnursery@btinternet.com](mailto:stmichaelsnursery@btinternet.com)

**Nursery Trustee contact (Chair):** [stmichaelsnurserychair@gmail.com](mailto:stmichaelsnurserychair@gmail.com)

**Surrey Local Authority Designated Officer (LADO):** 0300 123 1650 / [lado@surreycc.co.uk](mailto:lado@surreycc.co.uk)

**Children's Single Point of Access (CSPA):** 0300 470 9100 / [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

**NSPCC Whistleblowing Advice Line:** 0800 0280285