



Whistleblowing Policy

Safer Recruitment

All new members of staff will strictly follow our Safer Recruitment Policy and Procedure (see Safer Recruitment Policy) before beginning work in the setting.

Reporting Concerns About Staff

If staff have concerns about another member of staff, the following procedure must be followed:

- Report any concerns to the **Designated Safeguarding Lead (DSL)** or **Deputy Designated Safeguarding Lead (DDSL)**.
- The DSL will then inform the **Local Authority Designated Officer (LADO)** within one working day, and Ofsted within 14 days (or sooner, depending on LADO advice).
- If concerns are regarding the DSL or DDSL then staff can contact the LADO directly. Contact details are displayed in the toilets and in the policies.
- **Cheshire East LADO contact details**
01270 685 904 or 01606 288 931.
- LADO and child protection contact information for out-of-area children will also be displayed in the toilets.

Whistleblowing

Staff can also report concerns anonymously or confidentially via the **NSPCC Whistleblowing Line**:

- Phone: **0800 028 0285** open 8am - 8pm Mon - Fri or 9am - 6pm at weekends.
- Email: help@nspcc.org.uk
- Open: Mon - Fri 8am - 8pm, Sat - Sun 9am - 6pm

Staff Conduct on Social Media

All staff must be aware that any inappropriate or concerning content posted on **personal social media** may result in a referral to LADO and could affect their suitability to work with children.

- Management reserves the right to request to **follow or friend staff** on social media to ensure posts are appropriate.
- Staff are strictly forbidden from posting any **photos or information about children** in their care.
- Staff are also **discouraged from friending parents** on personal accounts.

Promoting a Safe and Open Culture

- Management will actively promote an **open culture**, be regularly present on site, and build strong, familiar relationships with staff.
- All staff are responsible for monitoring each other for **changes in behaviour, pushing boundaries**, or any conduct that seems **inappropriate or unusual**.

DBS and Visitor Protocols

- All Forest School staff must have a current DBS check, registered on the Update Service.
- All visitors must:
 - Sign in via the Baby's Days visitor log.
 - Never be left unsupervised with children.
 - Not take children to the toilet or change nappies under any circumstances.
 - Show valid identification if not personally known to staff. Entry will be refused if staff are unsure of the visitor's identity.

Accident, Incident & Injury Reporting

- Every accident or incident that occurs while a child is in our care will be documented, and parents will be informed and asked to sign the records.
- Staff will note any marks or injuries present when children arrive, and ask parents to explain if these occurred outside the setting.
- Parents are required to complete a Pre-existing Injury Form on Blossom where applicable.

Ongoing Record Keeping & Staff Agreements

- Accurate records are maintained for each child.
- All staff are required to **sign the Code of Conduct**, confirming their understanding and agreement to our safeguarding procedures.

For more information contact us:

T: 07950 709 042

E: wildexplorers1@outlook.com

Wild Explorers Forest School, Chester Road, Poynton

