



Whistle-blowing Policy

Policy Statement

As a registered childcare provider, I am committed to providing a safe, respectful, and inclusive environment for all children, families, and staff. Everyone involved in the service has a duty to speak up and report any concerns they have about poor or inappropriate practice that may affect the health, safety, or wellbeing of service users. This includes concerns about bullying, harassment, discrimination, or any form of mistreatment.

This policy outlines how concerns can be raised, how they will be handled, and how individuals will be supported and protected when they report concerns in good faith.

What is Whistle-blowing?

Whistle-blowing is the act of reporting concerns about poor practice or wrongdoing within a setting. This may include (but is not limited to):

- Unsafe working practices
- Bullying or harassment of service users or staff
- Discrimination or exclusion
- Poor care or safeguarding practices
- Breach of professional standards or regulations
- Suspected abuse or neglect of children

Procedure for Reporting Concerns

1. Raising the Concern Internally

- Concerns should, where possible, be reported directly to the service provider (myself) in the first instance.
- Concerns can be raised verbally or in writing.
- The concern will be treated seriously and investigated promptly and confidentially.

2. Escalating the Concern

- If you do not feel comfortable reporting the concern to me, or if you believe the issue has not been properly addressed, you may report it to an external agency such as:

Care Inspectorate

Tel: 0345 600 9527

Website: www.careinspectorate.com

Social Work Services – Contact your local authority social work department.9

Scottish Social Services Council (SSSC)

Tel: 0345 603 0891

Website: www.sssc.uk.com

Police Scotland

non-emergency: 101

Emergency: 999

Confidentiality and Protection

- All whistle-blowing concerns will be treated with **strict confidentiality**. Your identity will not be shared without your consent unless required by law.
- You will be protected under the **Public Interest Disclosure Act 1998**, which means you cannot be victimised or treated unfairly for reporting a concern in good faith.
- Anonymous reports will be taken seriously, although they may be more difficult to investigate thoroughly.

Service Users and Families

Children and parents/carers using the service are also encouraged to raise concerns about any inappropriate behaviour or treatment they observe. A child-friendly explanation of this process will be shared during settling-in and within the welcome pack, and all families will have access to this policy.

Related Policies

- Safeguarding & Child Protection Policy
- Equality & Inclusion Policy
- Complaints Policy
- Confidentiality Policy

Policy Review

This policy will be reviewed annually or in line with any changes to legislation or guidance.