

Magna Groups Enterprises Whistleblowing Policy



1. Purpose & Scope

1.1. Magna Groups is committed to creating and maintaining a culture in which safeguarding, child welfare and staff conduct meet the highest standards. Every individual (employees, agency staff, volunteers, students, and other adults) working for or on behalf of the Company must feel able to raise concerns about poor or unsafe practice, wrongdoing or misconduct, in a safe and supportive environment.

1.2. This Policy aims to:

- encourage and enable individuals to report concerns early;
- set out how concerns may be raised (internally or externally) and how they will be handled;
- protect whistleblowers from retaliation, victimisation or unfair treatment;
- promote a transparent, safe and accountable safeguarding culture;
- complement other relevant policies (e.g., Safeguarding & Child Protection, Staff Conduct, Equal Opportunities, Health & Safety).

2. Legal & Regulatory Context

- Under the EYFS 2025 safeguarding and welfare requirements, providers **must have appropriate whistleblowing procedures** so that all staff (including volunteers, students, agency staff) can raise concerns about poor or unsafe practice in the setting's safeguarding provision. [GOV.UK Assets+2Kinderly+2](#)
- Where a staff member feels unable to raise concerns internally, or if genuine concerns are not properly addressed, other channels must be available (e.g. external advice lines or regulatory bodies). [GOV.UK Assets+2Coram PACEY+2](#)
- Whistleblowing is protected under the law (e.g. under the Public Interest Disclosure Act 1998) for disclosures made in the public interest. [GOV.UK+1](#)

3. What Is Whistleblowing / What Sort of Concerns Should Be Raised

Whistleblowing means raising a concern about suspected wrongdoing, malpractice or failure to meet legal or professional duties. Concerns which should be reported include, but are not limited to:

- Cheating, fraud, theft or financial impropriety;
- Criminal offences;
- Breach of legal or statutory obligations;
- Risk, or actual harm, to children's welfare or safety (abuse, neglect, safeguarding failures, suitability of adults to work with children, online safety, inappropriate behaviour, misuse of images, etc.); [Coram PACEY+2Little Explorers+2](#)
- Health and safety risks to children, staff or others;
- Unethical behaviour, improper conduct, or deliberate covering up of wrongdoing;
- Failure to follow Company or EYFS policies and procedures;
- Miscarriage of duty, maladministration, or neglect of duty.

Note: Personal grievances or staff disputes (e.g. bullying, harassment, discrimination between staff) should generally be reported under the Company's **Grievance Policy**, not this Whistleblowing Policy — unless they relate directly to safeguarding children or other serious wrongdoing. [Coram PACEY+1](#)

4. Raising a Concern – Internal Procedure

4.1. Who to Report To

- In the first instance, staff should raise concerns with their immediate manager, the designated safeguarding lead (DSL), or a senior manager.
- If the concern relates to the DSL or a senior manager, report to another senior manager or the Company's director / owner, as appropriate (e.g. CEO, HR Director).
- If staff feel uncomfortable reporting internally (or believe their concern is not being addressed), they may use the external routes described in section 5.

4.2. How to Report

Concerns can be raised verbally or in writing. The report should include as much detail as possible: what happened, when, who was involved, the setting, any children affected, what has already been done (if anything), and contact details (unless anonymous).

4.3. Confidentiality & Protection

- All concerns will be treated seriously, promptly, and sensitively.
- The identity of the whistleblower will be kept confidential (unless required by law or safeguarding law to be disclosed).
- No one will suffer victimisation, retaliation, or unfavourable treatment because they have raised a genuine concern in good faith.

This policy was adopted by: Magna Groups Enterprises	Date: August 2025
To be reviewed: July 2027	Signed: Pascal Suntah

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4.4. Recording, Acknowledging & Responding

- On receiving a concern, the responsible manager / DSL must acknowledge receipt (within a defined reasonable timeframe — e.g. within 2 working days).
- The concern will be recorded in a confidential Whistleblowing Log, including date, nature of concern, action taken, outcome (while respecting confidentiality).
- The Company will investigate the matter promptly and fairly, following its safeguarding and conduct procedures as needed.
- If required, appropriate action will be taken, which may include referral to external agencies, changes to practices, disciplinary procedures, or other steps to safeguard children or staff, and to prevent recurrence.

5. External Reporting / Alternative Channels

If a member of staff:

- feels unable to raise a concern internally, or
- feels that their genuine concern has not been properly addressed,

they may report the concern via external channels, including but not limited to:

- **NSPCC Whistleblowing Advice Line** — staff can call **0800 028 0285** (mon–fri 08:00–20:00; weekends 09:00–18:00) or email help@nspcc.org.uk. [GOV.UK Assets+1](#)
- **Ofsted complaints / whistleblowing route** — if the concern involves serious harm, abuse, safeguarding failure or regulatory breach. [GOV.UK Assets+1](#)

6. Protection for Whistleblowers

6.1. The Company will not tolerate any form of victimisation, retaliation, harassment or detrimental treatment of anyone who raises a concern in good faith.

6.2. Any such retaliation will itself be treated as misconduct and may result in disciplinary action, up to and including dismissal.

6.3. Staff who raise concerns may request feedback about the outcome (while respecting the confidentiality of individuals involved).

7. Responsibilities

- **All staff, volunteers and agency workers:** Understand and follow this Policy; raise concerns promptly if they observe or suspect wrongdoing.
- **Designated Safeguarding Lead (DSL) / Senior Management:** Receive, log, investigate concerns; ensure confidentiality; take appropriate action; provide feedback; ensure culture supports open reporting.
- **Company Directors / Leadership:** Ensure this Policy is implemented, monitored, reviewed, and communicated; ensure staff awareness; protect whistleblowers; act on concerns promptly and effectively.

8. Communication and Training

- This Policy will be included in the Company's induction pack for all new staff, volunteers and agency staff.
- Periodic refresher training will be provided to ensure staff know how to raise concerns and understand their safeguarding responsibilities.
- The Policy will be prominently displayed (e.g. staff room, via online staff portal) so that all staff have easy access.

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