



## Whistleblowing Policy

BWYQ aims to maintain an open and safe environment, where everyone feels able to raise legitimate issues about the delivery of BWYQ qualifications and related services.

This whistleblowing policy is aimed at BWYQ staff, trustees and volunteers, BWYQ Centres (including staff, assessors and internal quality assurers), and learners. It is important that everyone is made aware of the contents, as well as the BWYQ 017 Malpractice and Maladministration Policy.

All those using this policy should be mindful of the national regulator's (Ofqual) requirements which may be found at:

<http://www.ofqual.gov.uk/complaints-and-appeals/whistleblowing/> . (link active May 2022)

This link also provides a further link to essential details of the Public Interest Disclosure Act (PIDA).

### Definitions:

#### 1. Whistleblowing (Ofqual)

Whistleblowing is a term used when an individual discloses information relating to malpractice or wrongdoing and/or the covering up of malpractice or wrongdoing. The malpractice or wrongdoing is often committed by the individual's employer, although this is not necessarily the case.

#### 2. Malpractice

The breach of any published regulation, or actions which would damage the reputation and worth of BWYQ qualifications. This could include:

- A criminal offence such as bribery to influence assessment results.
- Cheating in assessments.
- Copying the work of others and claiming it as original work (plagiarism) including individuals, books and websites and where there is no acknowledgement of the use of such sources.
- Altering, falsifying assessment records to deliberately change the achievements of learners

Whistleblowing is different from complaints, appeals and employment disputes;

- Complaints are usually an expression of personal dissatisfaction (e.g. being unhappy with a product or service). This is covered by BWYQ 019 Complaints Policy.
- Appeals are generally made against the results of assessments, where it is felt that the assessment does not match the expected result, or against other decisions made by BWYQ. This is covered by BWYQ 020 Appeals Policy
- Employment disputes tend to be where a worker has a dispute about their employment or contract. They should take this up with the employer or another responsible body. BWYQ cannot investigate or take any action in such cases.

## Whistleblowing Procedure

### Seeking independent advice

It is strongly recommended that advice is taken **before** making a whistleblowing allegation. Protect ([www.pcaw.co.uk](http://www.pcaw.co.uk)), a registered charity and independent authority on public interest whistleblowing, can offer independent advice at any stage about rights and protection.

### Raising A Concern

Whatever the circumstance, where there is a concern that malpractice has taken place in relation to BWYQ qualifications, normal practice is to first raise it through the organisation concerned.

To make an allegation under these whistleblowing arrangements please contact BWYQ (contact details are at the end of this policy), using the Whistleblowing form found in Appendix 1.

### BWYQ Response

BWYQ will evaluate your concern and may ask you for more evidence/information via the contact details you provided on the Whistleblowing Form.

BWYQ will appoint an impartial panel to investigate in a transparent way, making sure that no panel member has a conflict of interest. To this end, all panel members will complete Conflict of Interest disclosure forms.

The panel will decide whether and how to pursue the matter. You will receive an update on any course of action taken by BWYQ.

BWYQ will inform the regulator (Ofqual) of the issue raised and the course of action to be taken.

At the end of any investigation, BWYQ will give you a summary update of outcomes.

**Important Note:**

1. Having raised a concern with BWYQ, you will receive updates as per the procedure detailed above. BWYQ has a responsibility to all concerned with respect to confidentiality, which will be reflected in the content of these updates.
2. At all stages, BWYQ will take all possible steps to protect your identity as described below in the next section 'Confidentiality'.
3. BWYQ will consider each disclosure of information sensitively and carefully. However, information received in a disclosure may be shared with third parties where considered necessary.

**Confidentiality**

BWYQ will always try to keep a whistleblower's identity confidential when asked to do so, although by law and by regulation, we may need to disclose your identity to:

- the police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud)
- the courts (in connection with court proceedings)
- another person to whom we are required by law to disclose your identity
- the national regulator responsible for the standards of the qualification(s) concerned.

In addition, a whistleblower should also be aware that they may be identifiable by others because of the details or circumstances of the disclosure.

**Contact Details**

If you wish to make an allegation to BWYQ in accordance with the arrangements outlined in this policy or have a query in relation to these whistle-blowing arrangements, in the first instance, please contact the BWYQ Operations Coordinator, [bwygcoordinator@gmail.com](mailto:bwygcoordinator@gmail.com).

Document History		
Date	Staff member	Action
<i>Dec 2018</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed and revised</i>
<i>November 2019</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed and revised</i>
<i>May 2020</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed and revised</i>
<i>June 2020</i>	<i>BWYQ Board of Trustees</i>	<i>Approved</i>
<i>May 2021</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed</i>
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<i>May 2022</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed</i>
<i>July 2022</i>	<i>BWYQ Board of Trustees</i>	<i>Approved</i>

## Appendix 1: BWYQ WHISTLEBLOWING REPORT FORM

### Section 1 – Contact Information

Title (Mr/Mrs/Ms/Dr):

Surname:

First Name:

Name of Centre/Organisation:

Your Email:

Your Phone Number:

### Section 2 – Whistleblowing Concern Details

Qualification(s) Affected:

Number of Learners Affected

Issue Details