

## Whistleblowing Policy

Whistleblowing is where anyone can raise a concern about wrongdoing, risk or malpractice. This may relate to assessment, activities of approved centres or any other business practice. Wherever possible, whistleblowing is confidential and the identity of the whistleblower is usually protected. This cannot always be guaranteed.

BHS Qualifications (BHSQ) aims to act within the law. If you wish to make an allegation you should contact BHSQ. If you do not qualify as a whistleblower, but wish to raise a concern about wrongdoing, risk or malpractice, you can report concerns via our malpractice reporting procedure.

Before contacting BHSQ with any allegation, we recommend the whistleblower raises their concerns, if able to, with the subject of the whistleblowing. We also recommend that the whistleblower seeks independent legal advice to satisfy them that they are protected by law. A whistleblower is usually protected by the law and should not be treated detrimentally or dismissed, as long as the reporting is in good faith and not malicious or for personal gain. If reporting is malicious or for personal gain there is no protection by law.

Examples of whistleblowing may include:

- Putting someone's health and safety in danger
- Damaging the environment
- A criminal offence
- The organisation isn't obeying the law
- The organisation is not meeting regulatory requirements set by the Regulators
- Covering up wrongdoing.

## Confidentiality

Sometimes a person making an allegation of malpractice or maladministration may wish to remain anonymous. However, it is always preferable for the informant to reveal their identity and contact details to BHSQ. This also means that BHSQ can keep the informant updated, in general terms, of any investigation outcome. If they are concerned about possible adverse consequences they can request that BHSQ does not to divulge their identity.

Upon receipt of an allegation, BHSQ will contact the informant (if contact details have been provided) to let them know if we can investigate. BHSQ will consider each disclosure of information sensitively and carefully, and decide upon an appropriate response and course of action.

BHSQ will always aim to keep a whistleblower's identity confidential where asked to do so although BHSQ cannot guarantee this and 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)
- Any person to whom BHSQ are required by law to disclose their identity
- Other third parties where BHSQ considers it necessary to do so (for example, regulators).

A whistleblower should also recognise that he or she may be identifiable by others due to the nature or circumstances of the disclosure (for example, the party against whom the allegation is made may manage to identify possible sources of disclosure without such details being disclosed to them).

BHSQ will keep the informant updated as to how BHSQ has progressed the allegation but won't disclose details of the investigation. In addition, it may not be appropriate for BHSQ to disclose full details of the outcomes of the investigation due to confidentiality or legal reasons.

Complete and submit the whistleblowing form to whistle blow to BHSQ.

## Monitoring and review

This document and its content will be reviewed on a three year cycle, or earlier should it be needed to ensure it remains fit for purpose.

**Date for review:** February 2023

## Document history

Version	Revision date	Reason
2	11/02/2020	To revise and replace previously produced document

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