

1st4sport Qualifications Position Statement

Whistleblowing

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Scope

This position statement will provide stakeholders with guidance regarding the 1st4sport Qualifications Whistleblowing Policy. Stakeholders can be confident that they can report any matter of concern regarding potential malpractice or wrongdoing in the knowledge that it will be treated as confidential should they so wish. Therefore, it applies to 1st4sport staff, development partners, external quality assurers, recognised centres, learners and relevant third parties.

This Position Statement should be read in conjunction with the 1st4sport Qualifications Scope of Recognition Statement¹.

Objective

The objective of this position statement is to provide stakeholders with an explanation of 1st4sport Qualifications' position regarding the reporting of a matter of concern to the awarding organisation in confidence. It covers the following areas:

- Definition of Whistleblowing.
- Examples of potential situations that may result in whistleblowing.
- Types of Whistleblowing.
- Confidentiality.
- 1st4sport Qualifications process for reporting a matter of concern

Definition

The UK Government introduced legislation in the form of the Public Interest Disclosure Act 1998 (PIDA) which is designed to give protection to employees who disclose confidential information about malpractice in the workplace. These disclosures are referred to as 'Whistleblowing'.

Examples may include:

- An individual identifying that a stakeholder of 1st4sport Qualifications has breached confidentiality relating to:
 - personal information
 - assessment details.
- An employee of 1st4sport Qualifications is using their company credit card for personal interests, and this is witnessed by an individual who informs 1st4sport.
- An individual informs 1st4sport Qualifications of a stakeholder committing or attempting to commit activity which may affect the integrity of an assessment.
- An individual witnesses a stakeholder acting in a way that compromises health and safety.

¹ This can be found on the 1st4sport Qualifications website – www.1st4sportqualifications.com – in the 'About us' section.

- An individual or organisation identifies a potential conflict of interest for a stakeholder that has not been declared to 1st4sport Qualifications.

Types of Whistleblowing

Stakeholders are encouraged to use the 1st4sport Qualification whistleblowing procedure if they have any concerns of malpractice or wrongdoing related to any aspect of our work, including:

- criminal offence.
- breach of any legal obligations.
- miscarriage of justice.
- danger to the health and safety of an individual.
- damage to the environment.
- financial fraud or mismanagement.
- unauthorised disclosure of confidential information.
- act of bribery, corruption or concealment.
- non-compliance with Coachwise policy.
- non-compliance with 1st4sport procedure.
- non-compliance with 1st4sport centre recognition or qualification approval condition.
- deliberate concealing of information about any of the above.

Confidentiality

1st4sport Compliance and Risk Team will always endeavour to keep a whistle-blower's identity confidential when asked to do so, although by law and by regulation, 1st4sport Qualifications may need to disclose a whistle-blower's 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.

A whistle-blower should also be aware that he or she may be identifiable by others due to the nature or circumstances of the disclosure.

If you are unsure whether you should raise an issue under this policy, you can talk in complete confidence to the 1st4sport Qualifications Compliance and Risk Team.

Whistleblowing Process for Reporting a Concern

Any person or organisation has the right to raise concerns of malpractice or wrongdoing to 1st4sport Qualifications.

We will establish whether the informant agrees for 1st4sport Qualifications to use their name when communicating with stakeholders as part of the investigation. If the informant does not wish for 1st4sport Qualifications to reveal their identity, then this will be respected as detailed previously. However the informant will be made aware that they will receive reduced correspondence of the investigation or outcomes as a result.

All concerns need to be submitted in writing to imanagement@1st4sportqualification.com and should contain the following information:

- Full name of informant (this will be for communication purposes only and this will be kept as confidential as detailed previously)
- Recognised Centre Name (if appropriate)
- Qualification title(s)
- The reason(s) for the concern
- Supporting documentation (if appropriate)

The investigation will be carried out according to the relevant 1st4sport Qualifications Position Statement.

Version control

Version number	Date	Comments
V1	May 2012	New Document
V2	July 2014	Document Review
V3	November 2017	Full review of document contents
V4	July 2019	Review of document. Clarifications to definition and minor wording changes.