



# Whistle Blowing Policy

Email: [info@ukawards.org.uk](mailto:info@ukawards.org.uk)

Website: [www.ukawards.org.uk](http://www.ukawards.org.uk)

Document Control		
<b>Document code:</b>	UKA_WBL_001	<b>Effective from:</b> 01/12/2024
<b>Linked Ofqual General Conditions:</b>	General Data Protection Regulation, 5.1 Public Interest Disclosure Act 1998	
<b>Version number and date:</b>	V0.1, 01/12/2024	<b>Review date:</b> 30/11/2025
<b>Classification level:</b>	Public/General	

**Approved by:** Executive Leadership  
**Date approved:** 30/11/2024

Version number:	Date:	Changes:
V0.1	12-2024	Final review and approval by Executive Team

## **1. Policy Principles**

UK Awards is committed to the highest standards of integrity, accountability, and transparency. This policy is designed to encourage and enable individuals to report suspected wrongdoing without fear of retaliation.

## **2. Introduction**

This policy outlines UK Awards' approach to whistleblowing, detailing how disclosures should be made and the protections available for whistleblowers. It ensures compliance with the Public Interest Disclosure Act 1998 (PIDA).

### **2.1. Purpose**

The purpose of this policy is to:

- Provide a clear framework for reporting concerns.
- Protect whistleblowers from retaliation.
- Ensure concerns are handled appropriately and confidentially.

### **2.2. Scope**

This policy applies to:

- Employees, contractors, and volunteers of UK Awards.
- External stakeholders, including learners and training providers.

### **2.3. Responsibilities**

- All employees and stakeholders: responsible for reporting concerns in good faith.
- Senior management: responsible for handling disclosures fairly and ensuring compliance.
- Audit and risk committee: oversight of whistleblowing cases and ensuring appropriate action is taken.

## **3. Process**

### **3.1. What Constitutes Whistleblowing?**

Whistleblowing covers disclosures related to:

- Criminal offences.

- Breaches of legal obligations.
- Financial mismanagement or fraud.
- Health and safety risks.
- Environmental damage.
- Cover-ups of any of the above.

### **3.2. How to Raise a Concern**

Whistleblowing concerns should be reported as follows:

- Employees: report to a line manager or the Whistleblowing Officer.
- If uncomfortable reporting to a manager: contact the designated Whistleblowing Officer or a member of senior management.
- External stakeholders: raise concerns via the UK Awards website or by email to the Whistleblowing Officer.
- Anonymous reporting: allowed but may limit the ability to investigate.

### **3.3. Protection for Whistleblowers**

- Whistleblowers will not suffer any form of retaliation or discrimination.
- Any form of victimisation will be treated as a disciplinary offence.

### **3.4. Confidentiality**

- Identities will be kept confidential unless legally required to be disclosed.
- Information will only be shared on a need-to-know basis.

### **3.5. Handling and Investigation of Reports**

- Acknowledgement of receipt within five working days.
- Initial assessment and decision on investigation within ten working days.
- Full investigation where necessary, with updates provided to the whistleblower.
- Conclusion and action within a reasonable timeframe.

### **3.6. Escalation of Concerns**

If unsatisfied with the outcome, whistleblowers may escalate to:

- The Board of Directors.
- A regulatory body such as Ofqual.

### **3.7. Malicious or False Disclosures**

- Deliberately false or malicious allegations may result in disciplinary action.
- Genuine mistakes will not result in penalties.

#### **4. Monitoring and Review**

- This policy is reviewed annually to ensure effectiveness.
- Amendments are approved by the Board.

#### **5. Contact Information**

For further inquiries regarding access arrangements and reasonable adjustments, please contact:

Email: [info@ukawards.org.uk](mailto:info@ukawards.org.uk)