



Whistleblowing Policy

August 2017 | Version 3.0
Policy authorised by Responsible Officer

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1.0 Introduction

The key role of OTHM is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards we aim to provide guidance and support to help centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

2.0 Scope of policy

This policy is aimed at all OTHM stakeholders including learners, centres, and other parties involved in any aspect of OTHM qualification and endorsed learning provision.

3.0 Policy statement

OTHM operate an open working environment and would encourage all stakeholders to report any concerns promptly which will be fully investigated without prejudice. This Policy is intended to enable those who become aware of wrongdoing in any aspect of OTHM activity affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated. It is not intended to replace any other procedures.

4.0 Reporting concerns

Concerns should be reported to: info@othm.org.uk or by post:

OTHM Qualifications
Regus House
Crossways Business Park
Victory Way
Dartford
Kent
DA2 6QD
United Kingdom

Any serious concerns about any aspect of OTHM service or products which

- are not in keeping with the OTHM Constitution and policies
- fall below established standards of practice
- improper behaviour

These might relate to:

- conduct which is an offence or a breach of the law
- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination

- health and safety of the public and/or other employees
- possible fraud and corruption
- neglect or abuse of individuals
- other unethical conduct.

This list is not exhaustive.

Concerns may be raised by telephone, in person or in writing and the following information will be required:

- the nature of the concern and why it should be believed
- the background and history of the concern (giving relevant dates).

Although not expected to prove beyond doubt the truth of the suspicion, the person reporting will need to demonstrate to the person contacted that they are acting in good faith and there are reasonable grounds for the concern.

OTHM will undertake to respond to the concerns raised as quickly as possible and in line with our complaints procedure.

5.0 Protecting whistle blowers

This policy has been written to take account of the Public Interest Disclosure Act 1998 which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in good faith.

The Act makes it unlawful for the OTHM to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

OTHM is committed to good practice and high standards and recognises that the decision to report a concern can be a difficult one to make. We will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect an individual when raising a concern in good faith.

Throughout this process the individual raising a concern will:

- be given full support from Senior Management
- be taken seriously and
- OTHM will do all it can to provide support throughout the investigation.

6.0 Confidentiality

All concerns will be treated in confidence. If further proceedings follow the investigation, this may only be possible as a result of disclosure so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This Policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful but they may be considered at the discretion of OTHM. In exercising this discretion, the factors to be taken into account would include:

- the seriousness of the issue raised
- the credibility of the concern; and
- the likelihood of confirming the allegation from other sources.

7.0 Regulatory references

Ofqual requires all regulated Awarding Organizations to establish and maintain evidence of their compliance with the General Conditions of Recognition. As part of its ongoing process of compliance, OTHM policies and procedures will reflect the conditions and criteria they address.

This policy addresses the following Ofqual General Conditions of Recognition (GCoR).

GCR Reference	GCR Section title
A8	Malpractice and Maladministration
B6	Cooperation with Ofqual
CI1	Appeals Process
CI2	Compliance with Ofqual's appeals and complaints process

8.0 Policy review date

August 2018

9.0 Useful contacts

For more information on OTHM qualifications and services please visit the website: www.othm.org.uk. Alternatively, call at: +44(0)20 7118 4243 or email at: info@othm.org.uk

End of policy