

# Whistleblowing Policy

## Introduction

Summit Qualifications UK supports individuals who want to raise concerns and takes seriously any Whistleblowing disclosures made in good faith. Summit Qualifications UK will make every effort to make sure individuals do not suffer any negative effects from making a disclosure.

This policy applies to:

- Summit Qualifications UK staff;
- Centres;
- Learners;
- Apprentices;
- Others who may have an interest in Summit Qualifications UK.

## What is Whistleblowing?

Whistleblowing is where someone provides information about wrong doing.

For example, whistle-blowers may raise concerns about suspected or covering up of malpractice, possible fraud, or breach of required laws or regulation.

If someone has a whistleblowing concern they should raise it with the appropriate person. See how to 'raise a concern' below.

Whistleblowing is not about making a complaint, raising employment disputes or grievances.

## Centre Responsibilities

- Centre staff, apprentices and Learners must be made aware of Summit Qualifications UK's Whistleblowing policy and how to raise a concern.
- Whistleblowing concerns must be taken seriously by Centres. Any allegations that affect Summit Qualifications UK qualifications must be reported to Summit Qualifications UK.
- Review and monitor its performance against this policy.

## Summit Qualifications UK Responsibilities

- Summit Qualifications UK will respond promptly and in a suitable way when a concern is raised. Any investigations will be carried out in a reasonable time and whistle-blowers will be kept informed of progress.
- The identity of whistle-blower will be kept confidential by Summit Qualifications UK.

## Summit Qualifications UK Responsibilities

In the first instance individuals are encouraged to speak to their employer.

Learners should speak to the Centre Manager or contact Summit Qualifications UK. Apprentices should speak to their training provider/ employer or contact Summit Qualifications UK

Summit Qualifications UK staff should speak to Summit Qualifications UK's Managing Director.

Any matters relating to Summit Qualifications UK's Executive Director should be raised with the Chair of Summit Qualifications UK's Governing Body.

Otherwise individuals may use Summit Qualifications UK's Whistleblowing Report Form.

### Note

Ofqual also provides a Whistleblowing policy and guidance about 'raising a concern about wrongdoing, risk or malpractice, that can be found at:

<https://www.gov.uk/guidance/ofquals-whistleblowing-policy>



## Whistleblowing Report Form

Please use this form to report information about wrong doing. Whistleblowing is done in good faith and in the public interest.

Please provide the following information to help Summit Qualifications UK to make appropriate enquiries. Summit Qualifications UK will aim to keep your details confidential.

Title

First name:

Last name:

Your relationship with Summit Qualifications UK (e.g. employee, Centre staff, Learner, apprentice):

Email:

Phone Number:

Please provide as much information as possible about your Whistleblowing concern:

*Please email this form to [whistleblowing@summitqualifications.co.uk](mailto:whistleblowing@summitqualifications.co.uk) or send to Summit Qualifications UK, Governance, Suite 3, Parkway Business Centre, Manchester M14 7LU.*