

Whistleblowing Policy

Introduction

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

This policy applies to:

- IBSL staff;
- Centres;
- Learners;
- Others who may have an interest in IBSL.

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 and Learners must be made aware of IBSL's Whistleblowing policy and how to raise a concern.
- Whistleblowing concerns must be taken seriously by Centres. Any allegations that affect IBSL qualifications must be reported to IBSL.

IBSL Responsibilities

- IBSL 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 IBSL.

How Whistle blowers Raise a Concern

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

Learners should speak to the Centre Manager or contact IBSL.

IBSL staff should speak to IBSL's Executive Director.

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

Otherwise individuals may use IBSL'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 IBSL to make appropriate enquiries. IBSL will aim to keep your details confidential.

Title (Mr/Mrs/Ms/Dr):

Family name:

First name:

Your relationship with IBSL (e.g. employee, Centre staff, Learner):

Email:

Phone Number:

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

Please email this form to Michelle Jones or send to admin@ibsl.org.uk