



Whistleblowing Policy

Introduction

The Excellent Performance Team wishes to conduct all business with integrity at all times. The Excellent Performance Team actively encourages the reporting of any working practices that are dangerous, illegal, unethical or fraudulent and to protect those reporting these.

The Excellent Performance Team understands that at times things go wrong and mistakes can be made. A culture of reporting and transparency in such instances is encouraged so that immediate action can be taken to remedy any mistakes or wrong doing and that policies, procedures and practices can be amended to ensure future appropriateness.

Scope of Policy

Whistleblowing is making a disclosure that is in the public interest. This may include but not exclusively:

- putting someone's health and safety in danger
- damaging the environment
- a criminal offence
- the organisation isn't obeying the law
- the organisation is not meeting regulatory requirements set by Ofqual
- covering up wrongdoing

A whistle-blower is protected by the law and will not be treated detrimentally or dismissed as long as the reporting is in good faith, not malicious or for personal gain. A whistle-blower is not expected to investigate any potential wrong doing but to refer it to The Excellent Performance Team for further investigation.

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Procedure

1. Where a whistleblowing incident occurs then it should be reported to the Centre Key Contact. The following information will be required:
 - a. Course name, venue and dates, where applicable
 - b. Details of those involved
 - c. What the incident being report is
 - d. What action if any was taken at the time
 - e. Your name and contact details
2. All whistleblowing will be handled confidentially and ensure the protection of the person whistleblowing.
3. All reports of potential wrong-doing will be treated seriously.
4. The report will be promptly and fairly investigated by a named investigating officer, who will have no previous involvement with the incident.
5. The investigating officer will carry out an investigation. The whistle blower may be interviewed and asked to provide a written witness statement setting out the nature and details of the report and the basis for it.
6. The length and scope of the investigation will depend on the subject matter of the whistleblowing. A specific time frame is not stated given the potential diversity of reports.

Once the investigation has been completed, the whistleblower will be informed in writing of the outcome, together with our conclusions and decisions in a timely manner. However, the need for confidentiality may mean they are not given specific details of the investigation or actions taken.
8. The Excellent Performance Team may on completion of the investigation report the matter to appropriate external agencies including the relevant awarding organisation and Ofqual.
9. If, on conclusion of the above stages, the whistle-blower considers that appropriate action has still not been taken, they may then report the matter to the proper authority in good faith. There are a number of prescribed external bodies or persons to which qualifying disclosures may be made. These include HM Revenue & Customs (HMRC), The Financial Services Authority (FSA), Office of Fair Trading (OFT), Health & Safety Executive (HSE) and the Environment Agency.

Whistleblowing reports should be addressed to the
Key Contact:

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