

Whistleblowing Policy

BHS Qualifications (BHSQ) is committed to making sure all its activities are conducted safely, fairly, transparently, objectively and free from bias. This Whistleblowing Policy is for those who are not employed by BHSQ. It explains what whistleblowing is and when it may be appropriate, along with how to contact BHSQ in such a situation.

This Whistleblowing Policy applies to:

- Learners.
- BHSQ Approved Centre workforce.
- Contractors.
- Others as relevant.

BHSQ employees who wish to make a whistleblowing declaration should refer to the internal BHS Whistleblowing Policy.

Definitions

Whistleblowing is where anyone can make a disclosure about wrongdoing, risk of wrongdoing or malpractice. This may relate to assessment, activities of BHSQ Approved Centres or any other business practice. Wherever possible, whistleblowing is confidential, and the identity of the whistleblower is usually protected. This cannot always be guaranteed.

Whistleblowing is any activity, deliberate action, neglect, default or other practice which contravenes and compromises, or could compromise the:

- Assessment process.
- Integrity of a qualification.
- Validity of a result or certificate.
- Reputation or credibility of BHSQ, for example:
 - Putting someone's health and safety in danger.
 - Damaging the environment.
 - A criminal offence.
 - No meeting regulatory requirements set by the Regulators.
 - Covering up wrongdoing.

Malpractice can include criminal offences such as bribery or falsifying of assessment records (fraud). Other examples would include failure to maintain the security of assessments (for example, by giving away questions), and improper assistance to a learner in the production of assessment, so that the submission is not the learner's own work. In addition, the BHSQ Malpractice and Maladministration Policy applies to BHSQ Approved Centres.

Anyone wishing to make a whistleblowing disclosure should contact BHSQ.

Before contacting BHSQ with any allegation, we recommend the whistleblower raises their concerns, if able to, with the subject of the whistleblowing. A whistleblower is usually protected by the law and should not be treated detrimentally or dismissed, as long as the reporting is in good faith and not malicious or for personal

gain. If reporting is malicious or for personal gain, there is no protection by law. The whistleblower may wish to seek independent legal advice.

Whistleblowing does not apply to either making a complaint or an appeal. A complaint is an expression of dissatisfaction, whether justified or not. For the BHSQ Complaints Policy, please refer to the BHSQ website.

Learners and BHSQ Approved Centres may submit an appeal to ensure that BHSQ awarding processes and procedures have been followed correctly and that any decision is fully justified. If a learner wishes to submit an appeal, they should speak to their Centre for guidance.

How to make a whistleblowing disclosure

To make a whistleblowing disclosure, please submit this in writing/email to BHSQ containing the following information:

- Contact Information including:
 - Name.
 - Address.
 - Email address.
 - Phone number.
- Name of the BHSQ Approved Centre and/or assessment venue.
- Qualification(s) affected.
- Number of learners affected.
- Details of issue(s).
- Summary of the details.
- List of evidence seen/witnessed, or which is in possession.

If a whistleblowing disclosure is about BHSQ and its activities as an awarding organisation, the relevant regulator can be contacted. Please see Appendix One for the list of Regulators.

Whistleblowing disclosures can be emailed to BHSQ on enquiries@bhsq.co.uk, or by post to:

Address: BHS Qualifications
Abbey Park
Stareton
Kenilworth
Warwickshire
CV8 2XZ

Procedure

Once a whistleblowing disclosure has been received, BHSQ will review this and decide any appropriate action. BHSQ will consider each disclosure sensitively and carefully. This may include appointing a suitable investigator, asking the whistleblower to attend a meeting or provide further information. BHSQ aim to do this within 30 working days of receiving the disclosure.

BHSQ will keep the whistleblower updated but may not disclose details of any investigation. In addition, it may not be appropriate for BHSQ to disclose full details of the outcomes of the investigation due to confidentiality or legal reasons.

Confidentiality

Sometimes the whistleblower may wish to remain anonymous. It is generally preferable for them to reveal their identity and contact details to BHSQ. This means BHSQ can keep communicate with them. If they are concerns about possible adverse consequences, they can request that BHSQ does not divulge their identity.

BHSQ will always aim to keep a whistleblower's identity confidential where asked to do so. However BHSQ cannot guarantee this. Identity may be disclosed to:

- The police, fraud prevention agencies or other law enforcement agencies (to investigate or prevent crime, including fraud).
- The courts (in connection with court proceedings).
- Any person to whom BHSQ are required by law to disclose their identity.
- Other third parties where BHSQ considers it necessary to do so (for example, regulators).

A whistleblower should also recognise that he or she may be identifiable by others due to the nature or circumstances of the disclosure (for example, the party against whom the allegation is made may manage to identify possible sources of disclosure without these details being disclosed).

Monitoring and review

This document and its content will be reviewed on a three-year cycle, or earlier should it be needed to ensure it remains fit for purpose.

Date for review: November 2027

Document history

Version	Revision date	Reason
3	06/11/2024	To revise and replace previously produced document

Please note: This document is uncontrolled once printed. Please check with BHSQ for the most up to date version.

The British Horse Society Qualifications Limited is a company registered in England and Wales and trades as BHS Qualifications (BHSQ).

Appendix One: BHSQ’s Regulators – contact details

England:	Ofqual <i>(the Office of Qualifications and Examinations Regulator)</i>
	Address: Spring Place, Herald Avenue Coventry, CV5 6UB
	Phone Number: 0300 303 3344
	Email: Public.enquiries@ofqual.gov.uk
	Website: gov.uk/government/organisations/ofqual
Wales:	Qualifications Wales (QW)
	Address: Q2 Building, Pencarn Lane, Imperial Park, Coedkernew, Newport, NP10 8AR
	Phone Number: 0333 077 2701
	Email: enquiries@qualificationswales.org
	Website: qualificationswales.org
Northern Ireland:	CCEA Regulation <i>(the Council for Curriculum, Examinations and Assessment)</i>
	Address: 29 Claredon Road, Clarendon Dock, Belfast, BT1 3BG
	Phone Number: 02890 261200
	Email: ccearegulation@ccea.org.uk
	Website: ccea.org.uk/regulation
Scotland:	SQA Accreditation
	Address: The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
	Phone Number: 0345 213 5249
	Email: accreditation@sqa.org.uk
	Website: accreditation.sqa.org.uk/accreditation/