



AQUALIFE SWIMMING LIMITED

WHISTLEBLOWING POLICY - 2021

Aqualife Swimming Limited ('Aqualife') strive to ensure that all activities undertaken with integrity, encouraging the alleging or reporting of any malpractice or maladministration.

Aqualife understand that mistakes can and will happen. A culture of honesty and transparency is encouraged, so that immediate actions can be taken to remedy any mistakes.

Overview

A whistleblower is someone who is alleging suspected malpractice/maladministration or any form of wrongdoing, where the reporting of the issue is in the best interest of the public.

Protection of Whistleblowers

Under this policy, any individual which is deemed a whistleblower will be protected by law and shall be treated fairly. Individuals may raise concerns at any time about incidents that have happened, are happening or may happen in the future.

Under the whistleblowing policy, individuals are protected when alleging the following:

- A criminal offence
- Someone's health, safety and/or wellbeing is in, or at risk of danger
- Risk of, or actual damage to the environment
- A miscarriage of justice
- A cover-up of any wrongdoing
- Whistleblowing
- Where an individual is making an allegation of malpractice, maladministration or any other issue within Aqualife, it is preferable to provide your identity and include your contact details.



However, if you are concerned about possible adverse effects if your details are revealed to other parties, you may wish to remain anonymous. In this case, please inform Aqualife of your desire to remain anonymous.

On occasions where statutory agencies are involved, further information may need to be provided which may include details of your identity.

Making an Allegation

To allege potential acts of wrongdoing your first point of call will be to a Director of Aqualife (see below for contact details).

On receiving an allegation of wrongdoing, Aqualife will:

- Take all allegations seriously
- Investigate the allegation fairly
- Reported the allegation to the police, where the allegation involves criminal activity. If this happens, the Whistleblower may be contacted by the police as part of their investigation.
- Where the Whistleblower wishes to remain anonymous, Aqualife will aim to process the report whilst maintaining anonymity. However, it may not always be possible to fully investigate anonymous reports.

The exact nature of the investigation will depend on the matter being reported, therefore Aqualife will not give a specific timeframe.

On completion of the investigation, all parties will be informed in writing of the outcomes and conclusion in a timely manner. However, the need for confidentiality may mean that specific details may not be given. The matter may be referred on to an appropriate external agency such as the STA or Ofqual.



If, on conclusion of the above, appropriate action has still not been taken, you may then report the matter further including; STA, Ofqual, HM Revenue & Customs (HMRC), The Financial Services Authority (FSA), Office of Fair Trading (OFT), Health & Safety Executive (HSE) and the Environment Agency.

Where the allegation is relating to Aqualife's provision of Safety Training Awards ('STA') qualifications, you may alternatively inform the STA if you feel that making an allegation to Aqualife directly may have an adverse effect.

Confidentiality

If there is a potential breach of confidentiality, Aqualife will not be obligated to disclose information. To ensure an effective investigation of an allegation, Aqualife must be able to determine the scope of the investigation and the individuals who should be informed of, or interviewed about the allegation.

If it becomes necessary to disclose your identity, Aqualife will make efforts to inform you that your identity is likely to be disclosed. In order not to jeopardise the investigation, you are also expected to keep the fact that you have raised a concern, the nature of the concern and the identity of those involved confidential.

Monitoring and Review

Aqualife will review this policy regularly for improvements and in line with Safety Training Awards quality assurance requirements. The next review will take place within 1 year of the document version date, or after any breach of policy.



Contact Details

Aqualife Swimming Limited

Course Tutor: Penny Watkins, Founder, Aqualife Swimming

STA Tutor & Assessor in: STA Level 2 Award in Swimming Teaching, STA Level 2 Certificate in Swimming Teaching

Contact: Address: Downside, Maplescombe Lane, Farningham, Dartford, DA4 0JY

Tel: 0796164138

Email: penny@aqualifeswimming.com

Course Tutor: Camilla Golledge, Tutor

STA Tutor & Assessor in: STA Level 2 Award in Swimming Teaching, STA Safety Award for Teachers

Contact: via Anna Hodges, Centre Administrator

Aqualife Swimming Limited

IQA & Administration: Anna Hodges

Partner & Centre Administrator, Aqualife Swimming

Contact: 14 Juniper Close, Allington, Maidstone, Kent ME16 0XP

Tel: 077140 89928

Email: info@aqualifeswimming.com

**External Assessor:**

The Assessor details will be available upon registration of each new course and details will be given on Day 1 of course.

Safety Training Awards

Address: Anchor House, Birch Street, Walsall, West Midlands, WS2 8HZ

Tel: 01922 645097

Email: <https://www.sta.co.uk/contact-us/>

OFQUAL (England)

Contact: Ofqual, Spring Place, Herald Avenue, Coventry CV5 6UB

Tel: 0300 303 3344

Email: public.enquiries@ofqual.gov.uk