



Whistleblowing Policy



Paddles Up Training Whistleblowing Policy

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Policy Statement

Paddles Up Training (PUT) encourages a free and open culture in dealings between its managers, employees and all individuals with whom it engages in business and legal relations. In particular PUT recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the organisation's success ensured.

This policy is designed to provide guidance to all those who work with or within the organisation including employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers who may, from time to time, feel that they need to raise certain issues relating to the organisation with someone in confidence. Anyone who, in the public interest, raises genuine concern under this policy, will not be subjected to any form of detriment or disadvantage as a result of having raised their concerns.

Procedure

This policy will apply in cases where an individual genuinely believes that one of the following sets of circumstances is occurring, has occurred or may occur within the organisation and that it is in the public interest for the individual to disclose it. The matters that may be disclosed in this way are that:

- A criminal offence has been committed, is being committed or is likely to be committed.
- An individual has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject.
- A miscarriage of justice has occurred, is occurring or is likely to occur
- The health and safety of any individual has been, is being or is likely to be endangered
- The environment has been, is being or is likely to be damaged

- Certification has been, is being or is likely to be claimed where the individual has not demonstrated competence
- Information tending to show any matter falling within any one of the preceding paragraphs has been, is being or is likely to be deliberately concealed.

Organisation Specific Examples

- Certification has been, is being or is likely to be claimed where the individual has not demonstrated competence in line with the assessment criteria or environmental requirements.
- An Assessor is no longer competent to provide a safe assessment environment for all involved in the assessment.
- Credentials, qualifications, references are not valid, authentic and genuine.

There is no need for an individual to prove that the breach or failure that they are alleging has occurred or is likely to occur; a reasonable belief will suffice, i.e. where the individual reasonably believes that the information disclosed is substantially true. The individual should, however, note that they are not entitled to make a disclosure if in so doing, they commit a criminal offence.

Process

If an individual wishes to raise or discuss any issues which might fall into one of the categories listed, they should contact us the following confidential form:

<https://forms.paddlesuptraining.com/live/form/PaddlesUpTrainingForms/formperma/SzPoAt5Kh7-gGyqoY6IGFmBv7SvKOtTFmcgKJf92h9A>

Alternatively, they may contact the Responsible Officer of the British Canoeing Awarding Body.

The matter will, in so far as is possible, be treated in confidence. It is likely that an investigation will be necessary and the individual who has made the disclosure may be required to attend an investigatory hearing and/or a disciplinary hearing (as a witness).

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

The law recognises that in some circumstances, it may be appropriate for you to report your concerns to an external body such as a regulator.

The regulator for PUT is British Canoeing Awarding Body (BCAB), the regulator for BCAB is OfQual.

Individuals should be aware that the policy will apply where they reasonably believe that the information disclosed and any allegations contained in it are substantially true. If any disclosure concerns information which the individual does not substantially believe is true, or indeed if the disclosure is made for personal gain, then such a disclosure will constitute a disciplinary offence for the purposes of the organisation's disciplinary policy and procedures and may constitute gross misconduct for which summary dismissal is the sanction, or termination of the engagement as appropriate.

While the organisation hopes that such disclosures will never be necessary, it also recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own facts.

Whilst we will make every effort to respect a request for anonymity (if made) by the individual raising a concern through this policy, it may not be possible to guarantee this depending on the nature of the complaint and investigation required. PUT will aim to ensure that anyone raising a concern through this policy is not in any way disadvantaged by raising a concern.



Investigation process

Please see the Paddles Up Training Complaints Procedure (<https://paddlesuptraining.com/policies/>) for an overview of how we manage all complaints, appeals and investigations, including expected timescales, outcomes and appeal procedures following an investigation.

Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw

Paddles Up Training Responsible Officer