



FAA DISCLOSURE (WHISTLEBLOWER) POLICY

Introduction

What is whistleblowing?

A whistleblower is a person who reports certain types of wrongdoing. The wrongdoing disclosed must be in the public interest affecting others, for example the general public.

The incident must be a genuine concern and can be something that has already happened, is happening now or is believed will happen in the future.

Who is protected by law?

A worker is protected under the Public Interest Disclosure Act 1998 (PIDA) when, for example, they are an employee, a trainee, an agency worker or contractor. Disclosures made to the media will almost certainly be exempt from the protection of PIDA.

Protection under PIDA state a whistleblower should not be treated unfairly or lose their job because they blow the whistle.

Although the protections offered by whistleblowing legislation are only relevant for workers, FAA will also look into concerns raised by members of the public such as learners, about potential maladministration and malpractice and/or wrongdoing.

Legal disclaimer:

This policy is meant as a guide and is not an authoritative interpretation of the law. It is recommended that people wishing to make a disclosure with PIDA protection should seek legal advice.

Complaints that count as Whistleblowing

A worker is protected by law when reporting:

- A criminal offence
- If someone's health and safety is in danger
- Risk or actual damage to the environment
- Miscarriage of justice
- The company is breaking the law
- You believe someone is covering up wrongdoing

Personal grievances such as bullying, harassment and discrimination are not covered by whistleblowing law. These should be reported under the FAA Grievance Policy.

Procedure for Disclosure

A whistleblower can report wrongdoing internally within FAA to their Manager or if this is not preferred, the FAA Accountable/Responsible Officer. Should the whistleblower feel that they are unable to, or do not wish to disclose this information internally, they are able to disclose the information to a prescribed person externally.

Internal Disclosure

A whistleblower should report a concern as soon as possible to their Manager or if preferred to the FAA Accountable/Responsible Officer. If a whistleblower wishes to remain anonymous FAA will make every effort to protect their identity unless required by law to disclose it.

FAA will investigate anonymous disclosures however it may not always be possible to investigate or substantiate the disclosure to the full extent whilst maintaining anonymity. A whistleblower should recognise that they may be identifiable due to the nature or circumstances of the disclosure.





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FAA will treat disclosures seriously and consistently and on receipt of a disclosure will:

- Acknowledge receipt to the whistleblower within 5 working days and request further information if required
- Document whether the whistleblower has requested confidentiality
- Inform the whistleblower of the action to be taken as well as timescales. The whistleblower will be kept informed as much as possible whilst respecting the confidentiality of other people involved
- Arrange for the disclosure to be investigated by a suitably competent person who has no involvement or personal interest in the allegation. FAA aim to complete this within 20 working days
- Consult other parties as necessary
- Inform the whistleblower of the outcome of the investigation within 5 working days of making the decision.
FAA cannot guarantee to disclose all matters to the whistleblower

The whistleblower has the option to be accompanied by a representative or colleague at any meeting regarding the disclosure should they wish to do so.

If the whistleblower is unhappy with the outcome, they can refer the matter to the Managing Director. If they are still unhappy following the decision of the Managing Director, they may refer the matter to someone outside of FAA as below.

External Disclosure

If the whistleblower is unable to report the matter internally or if they are unhappy after exhausting the internal process, they can report the matter to someone outside of FAA. External disclosures will enjoy the same protection as above with the exemption of disclosures to the media.

External disclosures can be made to prescribed persons, mainly regulators and professional bodies and legal advice could be sought from a solicitor. FAA disclosures regarding regulated qualifications should be made to the appropriate Regulatory Body.

Complaints and Grievances

Should the whistleblower believe they have been treated unfairly in the workplace due to 'blowing the whistle' and this has not been resolved internally, the whistleblower can contact ACAS to attempt to resolve the situation.

Policy Review

FAA will review this policy on a regular basis to ensure its effectiveness and taking into account any feedback. Should you have any feedback regarding this policy then please contact FAA as below.

Contact Details

First Aid Awards Ltd, Awards House, 10 Central Treviscoe, St Austell, Cornwall PL26 7QW

TEL 03458 333999

EMAIL enquiries@firstaidawards.com

Useful Links

[PIDA 1998](#)

[ACAS](#)

[Ofqual](#)

[SQA Accreditation](#)

