



Peak Assessment Centre

Peak Assessment Centre Whistleblowing Policy

Maintaining this document is the responsibility of: Helen Wiesinger
This document will next be reviewed on: Feb 2025
Copies of this document can be found: Peak Assessment Centre sharepoint

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Purpose

The purpose of this policy is to encourage a culture of transparency, accountability, and ethical conduct within our exam assessment venue. It provides guidelines for reporting any suspected malpractice or wrongdoing.

Scope

This policy applies to all staff, candidates, and external parties involved in the assessment process.

Policy Statement

1. **Reporting Concerns:**
 - Any individual who becomes aware of potential malpractice, maladministration, or unethical behaviour related to assessments must promptly report it.
 - Concerns can be raised by staff, students, governors, or members of the public.
2. **Channels for Reporting:**
 - **Initial Reporting:** Concerns should be raised initially with the designated person responsible for examination administration (e.g., Lead Invigilator or senior leadership team member).
 - **Alternative Reporting:** In certain cases (e.g., allegations against the head of the centre), direct reporting to the trust board may be more appropriate.
3. **Protection for Whistleblowers:**
 - Whistleblowers will be protected from victimization or retaliation.
 - Confidentiality will be maintained to the extent possible while investigating concerns.
4. **Investigation and Action:**
 - The designated person will investigate reported concerns promptly and impartially.
 - Appropriate action will be taken based on the investigation findings.
5. **Anonymous Reporting:**
 - Anonymous reporting is allowed, but providing contact details facilitates effective investigation.
 - Whistleblowers are encouraged to provide as much detail as possible.
6. **Record Keeping:**
 - All concerns raised and actions taken will be documented.
 - Records will be securely maintained.
7. **Awareness and Training:**
 - Staff and relevant stakeholders will receive training on this policy.
 - Awareness campaigns will promote the importance of whistleblowing.

Review and Updates

- This policy will be reviewed annually to ensure its effectiveness.
- The next review date is **01/02/2025**.

Contact Information

For reporting concerns, please contact:

- **Joachim Wiesinger**
- safeguarding@peakassessmentcentre.com
- **07878 569 429**

Version Control

| DOCUMENT CONTROL VERSION | | | | |
|--------------------------|---------------|----------------|-------------------|--------------|
| Version | DATE OF ISSUE | DATE OF REVIEW | Changes | Update by |
| 1 | 01.02.2024 | 28.02.2025 | Policy Introduced | HA Wiesinger |
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This policy will be reviewed annually to ensure its effectiveness and relevance. Any necessary updates will be communicated to all relevant stakeholders.

Remember that whistleblowing is essential for maintaining the integrity of our assessment processes. Let us work together to uphold high standards and ensure fairness for all candidates. 🌟🔍