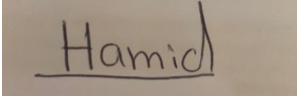




## Whistleblowing Policy

Approved by:	H Anwary
Signed:	
Date approved:	May 2024
Date review:	May 2025
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# Whistleblowing Policy

## Introduction

*Active Swim* aims to wish to conduct all business with integrity. We recognise that training actively encourages the reporting of any working practices that are dangerous, illegal, unethical or fraudulent and protects those reporting these. We understand that, at times, things go wrong and mistakes can be made. In such instances, a culture of reporting and transparency is encouraged so that immediate action can be taken to remedy any mistakes or wrongdoing and that policies, procedures and practices can be amended to ensure future appropriateness.

## Scope of Policy

Whistleblowing is making a disclosure that is in the public interest. This may include but not exclusively:

- putting someone's health and safety in danger
- damaging the environment
- the organisation isn't obeying the law
- covering up wrongdoing

The law protects a whistleblower and will not be treated detrimentally or dismissed if the reporting is in good faith, not malicious or for personal gain. A whistleblower is not expected to investigate any potential wrongdoing but to refer it to *Active Swim* for further investigation. Total Courses is responsible for investigating and reporting concerns to the SEQ.

## Procedure

1. Where a whistleblowing incident occurs, it should be reported to the Centre Key Contact. The following information will be required:
  - a. Course name, venue and dates, where applicable
  - b. Details of those involved
  - c. What is the incident being reported is
  - d. What action, if any was taken at the time
  - e. Your name and contact details
2. All whistleblowing will be handled confidentially, and the protection of the person whistleblowing will be ensured.
3. All reports of potential wrongdoing will be treated seriously.
4. The report will be promptly and fairly investigated by a named investigating officer, who will have no previous involvement with the incident.
5. The investigating officer will carry out an investigation. Total Courses will ensure that any actions are complied with. Total Courses will ensure that SEQ is informed of the decision and issues.
6. The length and scope of the investigation will depend on the subject matter of the whistleblowing. Given the potential diversity of reports, a specific time frame is not stated.
7. Once the investigation has been completed, the whistleblower will promptly be informed in writing of the outcome and our conclusions and decisions. However, the need for confidentiality may mean they are not given specific investigation details or actions taken.
8. Total Courses may, on completion of the investigation, report the matter to SEQ within five working days.
9. If, after the above stages, the whistleblower considers that appropriate action has still not been taken, they may then report the matter to the proper authority in good faith. There are some prescribed external bodies or persons to which qualifying disclosures may be made. These include HM Revenue & Customs (HMRC), The Financial Services Authority (FSA), the Office of Fair Trading (OFT), the Health & Safety Executive (HSE) and the Environment Agency.

Report any concerns to:  
Mr H Anwar  
10 Burgundy Court  
31 Arla Place  
Ruislip  
HA4 0GD

[hamid@activeswim.co.uk](mailto:hamid@activeswim.co.uk)