

Malpractice and or Maladministration Policy

Contents

Malpractice and or Maladministration Policy.....	1
Policy.....	2
Reporting suspected instances of malpractice and/or maladministration.....	3
Monitoring and Review.....	4

Policy

Swim Tutor is responsible for establishing correct procedures to deal with any potential and/or actual cases of malpractice and/or maladministration and for ensuring that any cases are escalated to Safety Training Awards.

Reasonable actions must have been taken to prevent instances of malpractice and/or maladministration. All staff, tutors, assessors, IQAs or learners must be made aware of the Safety training policies contents and the procedures relating to this topic.

Swim Tutor will take reasonable actions to prevent and/or investigate instances of malpractice and/or maladministration, and this will be monitored through external quality assurance procedures.

Failure to co-operate may lead to certificates not being issued to learners and future course registrations not being accepted.

A failure to comply and to report any suspected or actual malpractice and/or maladministration cases or have in place effective arrangements to prevent such cases may lead to sanctions being imposed on the ATC.

Reporting suspected instances of malpractice and/or maladministration

If malpractice and/or maladministration is suspected or there has been an actual case, Safety Training Awards must be informed immediately, by completing the 'Malpractice and Maladministration' report form that is available on the ATCs Synergy account, please ensure all relevant evidence is uploaded to support the case.

Information can be found on the Safety Training Awards website to find further information on how to escalate a case of Malpractice and/or Maladministration.

Swim Tutor will conduct an initial investigation prior to notifying Safety Training Awards ensuring that all personnel involved in the initial investigation are competent and have no personal interest in the outcome of the investigation.

Where cases have been identified by Swim Tutor staff, Tutors, Assessors, IQAs or Learners, the ATC Co-ordinator must be notified of any suspicion of malpractice and/or maladministration, so they can apply their own procedures where appropriate.

Alternatively reports can be made by Swim Tutor staff, Tutors, Assessors, IQAs or Learners via the Safety Training Awards Whistleblowing policy, please refer to the website for more information.

Monitoring and Review

This policy was written by Fiona Leeson trading as Swim Tutor in March 2023.

This policy will be reviewed annually from the version date, and/or after any appeals have been made, to ensure this policy is fit for purpose.

Review Number	Date of Review	Purpose and Details of Change	Initial

