



Whistleblowing Policy

2025 to 2026

Thomas Hall School

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Centre name	Thomas Hall School
Centre number	54214
Date procedures first created	02/11/2023
Current procedures approved by	Phil Arnold
Current procedures reviewed by	Michelle Spiess
Date of next review	01/09/2026

Key staff involved in the procedures

Role	Name
Head of centre	Phil Arnold
Senior leader(s)	Phil Arnold, Helen Towler-Williams, Joe Medland, Charlotte Webster
Exams officer	Michelle Spiess
Other staff (if applicable)	Exam team

Whistleblowing policies in the context of exams aim to protect individuals reporting suspected malpractice or wrongdoing, ensuring they don't face retaliation or discrimination for raising concerns. These policies provide a confidential and protected avenue for reporting issues like cheating, plagiarism, or other irregularities in examinations.

Examples of malpractice

- Failure to comply with exam regulations as set out by JCQ
- A security breach of the examination paper
- Conduct of centre staff which undermines the integrity of the examination
- Unfair treatment of candidates by either giving an advantage to a candidate or disadvantaging candidates by not providing access to the appropriate conditions
- Possible fraud and corruption
- Abuse of authority
- Other conduct which may be interpreted as malpractice/maladministration.

Whistleblowing procedure

If the individual does not feel safe raising the issue/reporting malpractice within the centre, or they have done so and are concerned that no action has been taken, the individual could consider making their disclosure to a malpractice expert at the awarding body for the qualification where malpractice is suspected.

In order to investigate concerns effectively, the awarding body will be provided with as much information as possible/is relevant, which may include:

- The qualifications and subjects involved
- The centre involved
- The names of staff/candidates involved
- The regulations breached/specific nature of suspected malpractice
- When and where the suspected malpractice occurred

- Whether multiple examination series are affected
- If the issue has been reported to the centre and what the outcome was
- How the issue became apparent

Anonymity

In some circumstances, the whistleblower might find it difficult to raise concerns with the nominated member of the senior leadership team. If a concern is raised anonymously, the issue may not be able to be taken further if insufficient information has been provided. In such instances, and if appropriate, the allegation may be disclosed to a union representative, who could then be required to report the concern without disclosing its source. Alternatively, whistleblowers or others with concerns about potential malpractice can report the matter direct to Ofqual, who is identified as a 'prescribed body'⁷. A whistleblower can give his/her name but may also request confidentiality; the person receiving the information should make every effort to protect the identity of the whistleblower.


