

Brighton Swimming Centre/Swim UK



Malpractice Policy

Swim UK/Brighton Swimming Centre is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation and aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice.

Personnel/candidates/individuals must report allegations to the manager of Swim UK/Brighton Swimming Centre.

It is ultimately the responsibility of the centre manager, to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

Information contained within this documentation applies to all personnel/candidates/individuals involved within Swim UK/Brighton Swimming Centre. Arrangements in place offer individuals a safe and accessible procedure for confidentially reporting allegations of malpractice, on the basis that Swim UK/Brighton Swimming Centre will take appropriate steps to ensure that individuals reporting allegations of malpractice are not penalized and are protected and that individuals accused will be protected against false, malicious or anonymous accusations. Swim UK/Brighton Swimming Centre is keen to encourage personnel/candidates/individuals to report allegations without fear and will ensure that any disclosure is treated with the utmost confidentiality.

Anonymous allegations will only be considered if they are serious, and the evidence is sufficient to warrant an investigation and for appropriate action to be taken. All allegations will be recorded and submitted to the awarding body for investigation.

Instances of malpractice that may be committed by personnel or candidates include:

- Committing plagiarism by copying and passing off the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source
- Failing to comply with the assessor's/ invigilator's instructions
- Misusing assessment material
- Impersonating other candidates by pretending to be someone else, to produce the work for another, or arranging for another to take one's place in an assessment
- Fabricating and/or alternating results and/or evidence, documents and/or certificates
- Using unauthorised material in relation to the requirements of supervised assessment
- Behaving in such a way as to undermine the integrity of the assessment

Personnel and/or candidates who commit malpractice who fail to comply with the guidance on regulations for assessment will lead 1st4sport to withhold the candidates' results. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by centre personnel and/or candidates may result in the imposition of sanctions/penalties on Swim UK, with a possible outcome being the suspension of certification/ registration or even recognized centre status.

Candidates are required to be aware of the penalties for/ consequences of breaching regulations, which may include one or more of the following:

- Written warning
- Disqualification from entering one or more (re)assessments
- Disqualification from the whole qualification

Candidates must understand that if the allegations are proven, Certificates may be invalid and those already issued may be withdrawn.

Personnel who commit malpractice, which is confirmed after investigations, may be subject to penalties, including:

- Exclusion from the delivery of the qualification
- Exclusion from the assessment of the qualification
- Exclusion from the internal verification/moderation of the qualification
- Exclusion from the financial/quality management/administration of the qualification
- Temporary suspension
- Work only under supervision
- Undertake specific training.

In order to make an allegation of malpractice, you are required to contact the centre manager on 01273 434400 or email jade@brightonswimmingschool.com/freya@brightonswimmingschool.com