HARROW INDEPENDENT COLLEGE
School of Mathematics, Science & Economics

HIC WHISTLEBLOWING POLICY 2026-27

Harrow Independent College is fully committed to maintaining the integrity, security, and credibility of all qualifications and examinations delivered under JCQ regulations. The centre recognises that malpractice, maladministration, or breaches of examination security can have a serious impact on candidates, awarding bodies, and public confidence in qualifications. This Whistleblowing Policy provides a clear, accessible, and confidential mechanism through which concerns can be raised without fear of discrimination, disadvantage, or reprisal.

This policy applies to all staff members, invigilators, candidates, parents, contractors, and any other stakeholders involved in or connected to the examination process. It covers concerns relating to suspected or actual malpractice, including but not limited to: candidate cheating or plagiarism, improper assistance to candidates, breach of examination security, unauthorised access to confidential examination materials, failure to follow JCQ Instructions for Conducting Examinations, data protection breaches relating to candidate or assessment data, and any attempt to manipulate or interfere with examination outcomes.

Concerns should normally be raised in the first instance with the Exams Officer or Head of Centre. Where this is not appropriate due to the nature of the concern, individuals may escalate the matter directly to the awarding body in accordance with JCQ malpractice procedures. All concerns will be taken seriously, recorded appropriately, and investigated promptly and fairly. Investigations will be conducted by suitably trained and impartial members of staff, ensuring that conflicts of interest are avoided wherever possible.

Harrow Independent College ensures that all whistleblowers are protected under this policy. No individual will suffer any form of detriment, victimisation, or unfair treatment as a result of raising a concern in good faith. Confidentiality will be maintained wherever possible; however, in certain circumstances, the identity of the whistleblower may need to be disclosed in order to progress an investigation or comply with legal or regulatory obligations.

Where malpractice is identified or suspected, the Head of Centre will take immediate action in accordance with JCQ regulations. This may include reporting the matter to the relevant awarding body, removing a candidate from an examination, suspending staff involvement, or implementing additional security controls. All incidents will be fully documented, including investigation findings, actions taken, and communications with awarding bodies.

All whistleblowing records will be securely stored and retained in line with JCQ requirements and data protection legislation. The centre will review this policy annually to ensure ongoing compliance with JCQ guidance and evolving regulatory expectations.