
Adult Training Network

Developing skills confidence and employment prospects through quality training

Whistle blowing Policy of the Adult Training Network (ATN)

ATN has achieved a reputation for maintaining good systems of control and is committed to combating fraud and corruption. In order to maintain these standards this strategy aims to reinforce ATN's commitment.

ATN's strategy is designed to:

- Encourage prevention
- Promote detection
- Identify a clear pathway for investigation

ATN is committed to the highest possible standards of openness, probity and accountability.

In line with that commitment ATN encourages employees and others with serious concerns about any aspect of the work of ATN work to come forward and voice those concerns about malpractice, wrongdoing, fraud and corruption without fear of recrimination, victimisation or harassment.

Adult Training Network

Developing skills confidence and employment prospects through quality training

Responsibilities

The roles and responsibilities of ATN and its officers are set out below:

Trustees

Elected Trustees of ATN have a duty to act with integrity and only in the public interest, uphold the law and do whatever they can to ensure that ATN uses its resources efficiently and effectively.

Director

The Director of ATN is designated as the officer having responsibility for the proper administration of ATN's financial affairs. Where irregularities, fraud or corruption are suspected he should be informed. On being informed of an alleged irregularity, fraud or corruption the Director will determine the arrangements for investigating the matter. He will also consider whether the matter requires investigation by the police, whether the external auditor should be notified. In appropriate cases, he will seek the advice of the Trustees.

Managers

It is the responsibility of all managers within ATN to establish and maintain proper systems of internal control and to ensure that the resources of ATN are properly applied to the delivery of services in accordance the policies and procedures of ATN.

It is also the responsibility of managers to ensure that the purchase of goods and services, the receipt of income and the safeguarding of the assets of ATN are carried out in accordance with its procedures and regulations. This includes responsibility for the preventing and detection of fraud and corruption. The internal audit service of ATN is available to assist in this task.

Adult Training Network

Developing skills confidence and employment prospects through quality training

Staff

All staff have a duty to inform their Manager on becoming aware of any suspected irregularity or fraud.

External audit

The external auditor is responsible for assessing the adequacy of ATN's arrangements for preventing and detecting fraud and corruption. Where the Director considers it appropriate the external auditor will be notified of any suspected irregularity or fraud.

ATN recognises the following principles:

- Malpractice or wrongdoing within ATN's services will not be tolerated
- Respect for the confidentiality of the person reporting their concerns.
- Protection from any recriminations, victimisation or harassment for those reporting their concerns.
- The need for the rapid investigation of complaints and the effective resolution of justified complaints
- Persons who are aware of malpractice or wrongdoing and unreasonably fail to take appropriate action to eliminate it or report it, become implicated themselves in the malpractice or wrongdoing.
- ATN will view very seriously anyone who makes false or malicious allegations

ATN recognises that certain cases will have to proceed on a confidential basis in relation to our Whistle blowing Policy and our Anti-Fraud and Corruption Strategy.

This could be reporting someone who you suspect is committing fraud or reporting an ATN employee or contracted representative for fraud or corruption.

Where criminal activity is identified, the matter will always be referred to the police.

Adult Training Network

Developing skills confidence and employment prospects through quality training

Employees have a right to remain anonymous, although anonymous allegations are more difficult to investigate and less likely to lead to a satisfactory conclusion.

In exceptional circumstances staff may raise their concerns either with the Director or the Trustees of ATN.

Date reviewed: 21/9/18

Date of next review: 1//4/2019

Name: S Singh Gill

Signature: ***S Singh Gill***

Designation: Managing Director