



Malpractice Policy

Introduction

Real Baby Milk is a project of Pollenn CIC and delivers training courses as a recognised Training Centre enabling volunteers to practice safely, competently and knowledgeably in supporting mums, babies and their wider families in various health and community settings.

Policy Statement

The purpose of this policy is to:

- Ensure that any potential malpractice and maladministration is identified, prevented, corrected and/or mitigated
- Ensure that any event that could lead to an adverse effect is identified, prevented, corrected and/or mitigated

Policy Detail & definitions

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or validity of the certification. Maladministration is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of units and qualifications.

Malpractice can occur at learner, centre or awarding organisation level and include a range of issues from failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates. Failure by a centre to deal with an identified issue may in itself constitute malpractice.

- Learner Malpractice: any action by the learner which has the potential to undermine the integrity and validity of the assessment of the learner's work (plagiarism, collusion, cheating etc).
- Assessor Malpractice: any deliberate action by the assessor which has the potential to undermine the integrity of the qualifications.
- Plagiarism: taking and using another's thoughts, writings, interventions etc as one's own.
- Maladministration: any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for the delivery of the qualifications.

As a centre Real Baby Milk (Pollenn CIC) are committed to investigating any potential malpractice or maladministration to and follow our Internal Malpractice Procedure should one occur.

In this undertaking Real Baby Milk (Pollenn CIC) will:

- Take reasonable steps to prevent malpractice



- Ensure that our staff and learners are fully aware of our malpractice procedure
- Ensure any member of staff with a personal interest in the outcome of the learner's assessment is not involved in their assessment or moderation
- Be vigilant to possible occurrences
- Implement a recording system for suspected instances

If a case of potential malpractice or maladministration is identified Real Baby Milk (Pollenn CIC) will:

- Establish the facts and circumstances
- Identify the cause and those involved
- Inform staff and/or learners involved of the allegations and possible consequences.
- Offer a right to reply
- Identify and take action to minimise the risk to learner and requests for certification
- Identify any changes to centre policies/procedures
- Prevent or mitigate any adverse effect
- Inform our Awarding Body of any potential malpractice or maladministration
- Co-operate with any investigation carried out by the Awarding Body
- Implement any actions resulting from any investigation.