



## Maladministration, Malpractice, Misconduct and Plagiarism Policy.

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Policy	003	01.09.20	31.07.21	C.Parry

### **Positional Statement**

Football Family Ltd are committed to delivering excellence in teaching, training, and education. As such Football Family are continuously developing and revising their policies and procedures to enable them to accurately identify and deal with suspected, or alleged cases of malpractice, maladministration, or plagiarism.

Football Family understand that they have a social and professional responsibility to ensure that policies and procedures are implemented, in order to appropriately mitigate against potential cases of malpractice, maladministration or plagiarism, and to provide a complete and transparent view of any consequences that are likely to arise to either staff or learner(s), as a result.

### **Scope of Policy**

The scope of this policy extends to learners, staff, third party associations (including learning centres), external quality assessors (including awarding bodies and representatives) and organisational partners. Any person, body or member partner found to be in breach of this policy by way of direct or indirect maladministration, malpractice, misconduct or plagiarism will be subject to internal investigations and where necessary, further investigation by the relevant regulating body (Ofqual), with additional disciplinary procedures being taken where the case or incident is considered by Football Family, to have been committed by way of negligence, with understanding or with intent to deceive.

### **Learners**

Learners are expected to adhere to all company policies and procedures and to conduct themselves at all times in a manner that is representative of Football Family culture and values. As such learners will treat all staff, volunteers, visitors, representatives and other learners with consideration and respect. Learners are responsible for their own organisation, timekeeping, any required extra-curricular learning or work-based learning activities and any additional qualification conditions as detailed within the qualification specification.

By accepting the terms of their chosen course or qualification, learners agree that under no circumstances will they; plagiarise any work(s), deliberately deceive Football Family staff or learning officials in any capacity (including the falsification of personal or assessment related information), or fail to adhere to any company policy or procedure that is expected of them.

### **Staff & Volunteers**

Staff and volunteers are always expected to conduct themselves in a professional manner and will demonstrate clear and effective professional and ethical boundaries between themselves and learners. Staff and volunteers will ensure full compliance with any recognised third party or organisational partner conditions, and specific qualification requirements. Failure to communicate and implement company policies and procedures, without prior clarification request, will result in disciplinary action being taken against the staff or voluntary staff member, should their misunderstanding or misinterpretation directly result in any negative consequence for either the Football Family (including reputational damage) or learner.

### **Third Party Associations and Organisational Partners**

This section refers to all third-party associations (including learning centres), external quality assessors (including awarding bodies and representatives) and organisational partners and will collectively be referred to hereinafter as ***external groups***.

All external groups have a responsibility to familiarise themselves with and adhere to this Policy and all other Football Family policies and procedures, particularly where there is an expected impact to their organisation, if the policy or procedure is not followed correctly. No external group will knowingly mislead or falsify information provided to Football Family, nor will they amend, alter, or change any information that is provided by Football Family. In cases where information is incorrect or requires amendment (for example, if a learner or external group makes a formal request to exercise their right to rectification – see **Privacy Policy**, Football Family will re-issue any information / data to ensure transparency, good practice and GDPR compliance.

If any external group is found to be in breach of this Policy where internal or external investigations are completed, it may result in the partnership being severed with immediate effect.

## **Objectives**

The main objectives of this Policy are to provide a clear understanding of what is expected of Football Family staff, volunteers, learners and external groups, to provide adequate definitions and examples of the relevant terms and through such education, to appropriately mitigate against future case(s) of maladministration, malpractice, misconduct or plagiarism within Football Family.

## **Definitions**

It is important to provide a clear definition of terms to ensure a collective understanding. The definitions and examples provided (below) whilst comprehensive, are not exhaustive and as such, any further clarification (where required) must be sought by the individual or group to mitigate against cases misinterpretation or miscommunication, that could result in disciplinary action being taken.

## **Maladministration**

Maladministration whilst not necessarily deliberate, is an act of severe negligence which can result in, financial instability, compromises in regulation, integrity or reputation, compromises to the validity of qualifications or certificates and reputational damage to stakeholders and key personnel.

## **Examples of maladministration include:**

- Failure to familiarise with and adhere to Football Family policies and procedures
- Misinterpretation or miscommunication of Football Family policy and procedures
- Failure to adhere to learner centre registration or certification procedures
- Withholding, omitting or falsifying information that prevents Football Family or external groups from effectively delivering previously agreed qualifications
- Deliberate misuse of Football Family logo and trademarks.

### **Malpractice**

Football Family define malpractice as a deliberate act or practice that is neglectful, unethical or unlawful, and is in direct breach of regulatory standards in addition to company policies and procedures which may result in; financial instability, compromises in regulation, integrity or reputation, compromises to the validity of qualifications or certificates and reputational damage to stakeholders and key personnel.

#### **Examples of malpractice include:**

- Deliberate breach of partnership contracts
- Deliberate plagiarism by learners
- Unauthorised use of inappropriate materials or substances (e.g. mobile phones, tablets, vaping devices, alcohol etc)
- Failure to maintain traceable, auditable records of learners' information including registration and certification details
- Falsifying evidence, including making fraudulent claims for certificates.

### **Misconduct**

Misconduct can vary in severity depending on the act or behaviour in question but can be defined as any unprofessional, improper or unethical behaviour or relationship between staff, learners or staff and learners that clearly exceeds the boundaries of a professional relationship and in worse cases, where the safety of the learner is questioned.

#### **Examples of misconduct include:**

- Unprofessional behaviour, including language
- Forging unprofessional or unethical relationships with learners
- Providing ineffective, neglectful, or poor customer service
- Engaging in relationships of a sexual nature between staff / volunteer staff and learners
- Bringing or consuming inappropriate or illicit substances on site, including drugs, alcohol, cigarettes.

### **Plagiarism**

Within Football Family, plagiarism is the act of appropriating, copying, or using another person's work or words, and passing them off as one's own. This is particularly relevant to assessments, exams, and written pieces of evidentiary support.

#### **Examples of plagiarism include:**

- Copy and pasting internet search engine results as assessment answers
- Using your friends work to pass off as your own
- Directly copying word-for-word from any source (including books and internet)
- Appropriating an idea that you heard and passing it off as your own.

### **Responsibilities & Disciplinary Procedures**

All staff, learners and volunteers will be made aware of this Policy and the expectations upon them to adhere to it. Failure to do so may result in internal investigations being undertaken by Football Family or in more severe cases, external investigations by the relevant regulating body (Ofqual).

Any suspected cases of maladministration, malpractice, misconduct, or plagiarism will be taken seriously and examined in an efficient and timely manner. Following successful investigation, if any case of maladministration, malpractice, misconduct or plagiarism has been found to have occurred, Football Family will take all reasonable steps to prevent an adverse effect occurring and to prevent events of a similar nature occurring in the future.

### **Policy Reviews**

This Policy will be renewed annually.

For further information or to discuss any concerns regarding this, or any of our other Policies and Procedures, please contact: [info@footballfamily.org.uk](mailto:info@footballfamily.org.uk)