

Maladministration and Malpractice Policy

Control & Move Fitness CIC

Purpose

The purpose of this Maladministration and Malpractice Policy is to establish clear guidelines and procedures for identifying, reporting, and addressing instances of maladministration and malpractice within Control & Move Fitness CIC. We are committed to maintaining the highest standards of integrity and professionalism in all our operations.

Scope

This policy applies to all participants, instructors, staff, and stakeholders involved with Control & Move Fitness CIC. It covers all aspects of our activities, including programme delivery, assessments, and administrative processes.

Policy Statement

Control & Move Fitness CIC recognises the importance of safeguarding the integrity of our services. We will take all reasonable steps to prevent and address any instances of maladministration or malpractice, ensuring a fair and transparent environment for all.

Definitions

- **Maladministration:** Refers to improper or ineffective management of resources, processes, or procedures that may lead to unfair outcomes or harm to participants.
- **Malpractice:** Involves wrongful, negligent, or unethical conduct by an individual or group that undermines the integrity of our programmes and services.

Responsibilities

1. Management Team

- Oversee the implementation of this policy and ensure staff are trained in recognising and reporting instances of maladministration and malpractice.
- Conduct investigations into reported cases and implement necessary actions.

2. Staff and Instructors

- Remain vigilant in identifying potential maladministration or malpractice.
- Report any concerns to management promptly and cooperate with investigations.

3. Participants

- Report any observations or concerns related to maladministration or malpractice to staff or management.

Identifying Maladministration and Malpractice

Examples of maladministration and malpractice may include, but are not limited to:

- **Mismanagement of Records:** Inaccurate or incomplete participant records, leading to unfair treatment.
- **Improper Conduct:** Unprofessional behaviour by staff or instructors that may harm participants or undermine the programme's integrity.
- **Assessment Irregularities:** Unfair assessment practices, including bias or favouritism in evaluations.
- **Failure to Follow Procedures:** Ignoring established protocols that ensure the integrity of our services.

Reporting Procedures

1. Reporting Concerns

- Individuals who suspect maladministration or malpractice should report their concerns to the Management Team. This can be done verbally or in writing.
- Reports can be made anonymously if preferred, but providing contact information may facilitate follow-up discussions.

2. Investigation Process

- Upon receiving a report, the Management Team will conduct a thorough investigation, which may include interviews, document reviews, and consultations with relevant parties.
- All investigations will be handled with confidentiality and sensitivity.

3. Outcome of Investigations

- Following the investigation, the Management Team will determine the appropriate course of action, which may include:
 - Corrective actions to address any identified issues.
 - Disciplinary measures for individuals involved in malpractice.
 - Recommendations for improving systems and procedures to prevent future occurrences.

Monitoring and Review

- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Feedback from staff, participants, and stakeholders will be considered in the review process.

Conclusion

Control & Move Fitness CIC is committed to upholding the highest standards of conduct and integrity. By implementing this Maladministration and Malpractice Policy, we aim to create a safe and equitable environment for all participants and staff.

If you have any questions or require further clarification regarding this policy, please contact the Management Team on info.controlandmove@gmail.com

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