

Charlotte's Forest School



Conflict of Interest Policy

Conflict of Interest

1. Introduction:

- 1.1 This policy applies to all Charlotte's Forest School staff, trainers and assessors who are involved in the routine function, training and assessing activities of Charlotte's Forest School.
- 1.2 All those involved with Charlotte's Forest School delivery and assessment of ITC First qualifications have an obligation to act in a way that does not lead to any conflict of interest.
- 1.3 Definition:
A conflict of interest may occur when the personal or business interests of an individual conflicts with their professional duties and responsibilities. Such conflicts could result in damage to the integrity and reputation of the ITC Awards Charlotte's Forest School deliver or compromise the validity of a learner assessment and the award.

2. This Policy:

- a) Provides a mechanism to protect the course candidates and the integrity of ITC Awards by ensuring that reasonable steps are taken to mitigate any potential or identified conflicts of interest.
- b) Identifies the main areas where a conflict of interest could occur in order to minimise and eliminate adverse effects
- c) Complies with regulatory bodies requirements and policies

3. Examples of Conflicts of Interest

The following list is not exhaustive but common examples:

- a) Direct or indirect financial gain as a result of actions or involvement;
- b) Direct or indirect benefits such as employment, gifts, hospitality;
- c) Reciprocal arrangements, which compromise the ability to make reliable and professional judgements;
- d) Connections to family relationships and/or close friendships with learners who are being assessed,
- e) Connections with family members and/or close friendships for training and external assessing of candidates,
- f) Trainers with family or close friendship connections who internally verify each other's courses/assessment decisions,
- g) Assessment judgements on behalf of a learner who is their partner or close friend.

4. Declaring a Conflict of Interest

- 4.1 Charlotte's Forest School will take all reasonable steps to ensure a Conflict of Interest does not arise however if this is not possible the following steps will be taken:
 - a) Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to Charlotte's Forest School as soon as they arise.
 - b) Charlotte's Forest School will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice.
 - c) Charlotte's Forest School will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 2).
 - d) Failure to Charlotte's Forest School or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
 - e) Charlotte's Forest School] Director will make an annual declaration regarding the status of Charlotte's Forest School Conflict of Interests (Appendix 1).

4.2 This policy must be reviewed and confirmed by each member of Charlotte’s Forest School staff. A signed copy should be returned to Charlotte’s Forest School.

5. Declaration:

5.1 I have read and understood the contents of the Charlotte’s Forest School Conflicts of Interest policy and agree to abide by this policy.

Charlotte’s Forest School Staff Name	Charlotte’s Forest School Role ie Trainer/Assessor	Date

Appendix 1: CONFLICT OF INTEREST ANNUAL DECLARATION

Centre Name: Charlotte's Forest School

Please circle "Yes" or "No" to the following questions. If a "no" is given, please provide further details below.

I have read and understood the Charlotte's Forest School Conflict of Interest Policy Y/N

I have provided this policy to all relevant personnel within Charlotte's Forest School Y/N

Describe how this policy has been provided:

All Charlotte's Forest School staff are aware of their obligation to the declaring of Conflicts of Interest Y/N

Provide comment:

I can confirm that Charlotte's Forest School has no significant or influential relationship with its awarding body or regulators Y/N

If No: Give further information

I can confirm that no member of Charlotte's Forest School staff of this Centre has a financial interest of its awards Y/N

If No: Give further information

I can confirm that all reasonable steps have been taken to avoid any part of a learner assessment being undertaken by any person who has a personal interest in the result of its assessment (e.g. the assessor is the partner/related to the learner, etc.). Y/N

Provide actions taken or not taken

Any exceptions will be reported to the awarding body as soon as possible and prior to the assessment taking place. Y/N

Provide details of when/how

Declaration:

I confirm that this form has been completed to the best of my knowledge and that the information contained within this form is true and correct. I understand that if the information is later found to be false Charlotte's Forest School, may be subject to sanctions imposed by ITC First and /or its regulators.

I confirm that Charlotte's Forest School conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the ITC Awards Manager as soon as they are identified.

Signature:

Date:

APPENDIX 2: Conflicts of Interest Log

Date	Qualification Title	Name of Person Involved	Conflict of Interest	Action Taken

To be reviewed for recurring issues and mitigation.