

2nd Chance First Aid

Conflict of Interest Policy



1.0 Introduction:

1.1 This policy applies to all **2nd Chance First Aid** staff, trainers and assessors who are involved in the day to day running, training and assessing activities of **2nd Chance First Aid**.

All those involved with **2nd Chance First Aid** delivery and assessment of **ITC First** qualifications have an obligation to act in a way that does not lead to any conflict of interest.

1.2 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 First Awards 2nd Chance First Aid delivery or compromise the validity of a learner assessment and the award.

2.0 This policy:

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

3.0 Examples of Conflicts of Interest. The following list is not exhaustive but common examples.

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

4.0 Declaring a Conflict of Interest

2nd Chance First Aid 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:

- 4.1 Declarations of actual or potential Conflicts of Interest must be made in writing or by telephone (followed up with written confirmation) to **2nd Chance First Aid** as soon as they arise.
- 4.2 **2nd Chance First Aid** will inform the awarding body of such conflict prior to any training activity being undertaken and seek advice.
- 4.3 **2nd Chance First Aid** will log all Conflicts of Interest and make the log available to the awarding body and/or regulators as requested (Appendix 2).
- 4.4 Failure to inform **2nd Chance First Aid** or the awarding body aware of actual or potential Conflicts of Interest may result in sanctions being applied.
- 4.5 **2nd Chance First Aid** Director will make an annual declaration regarding the status of **2nd Chance First Aid's** Conflict of Interests (Appendix 1).

This policy to be reviewed and confirmed by each member of **2nd Chance First Aid** staff. A signed copy should be returned to **2nd Chance First Aid**.

I have read and understood the contents of the 2nd Chance First Aid Conflicts of Interest policy and agree to abide by this policy.

2CFA Staff Name	2CFA Role i.e. Trainer/Assessor	Date

Appendix 1: CONFLICT OF INTEREST ANNUAL DECLARATION

Centre Name: 2nd Chance First Aid

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 2nd Chance First Aid Conflict of Interest Policy Y/N

I have provided this policy to all relevant personnel within 2nd Chance First Aid Y/N

Describe how this policy has been provided:

All 2nd Chance First Aid staff are aware of their obligation to the declaring of Conflicts of Interest Y/N

Provide comment:

I can confirm that 2nd Chance First Aid 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 2nd Chance First Aid 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 2nd Chance First Aid, may be subject to sanctions imposed by ITC First Awards and /or its regulators.

I confirm that 2nd Chance First Aid conflicts of interests will be kept under constant review and any actual or potential conflicts will be reported to the ITC First Awards Manager as soon as they are identified.

Signature:

Date:

2nd Chance First Aid Director

APPENDIX 2: Conflicts of Interest Log

Date Declaration made	Course Type	Trainer/Assessor	Conflict of Interest	Action Taken

To be reviewed for recurring issues and mitigation.